Blackboard

Blackboard Content System™

User Manual

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INTRODUCTION

Overview

Welcome to the *Blackboard Content System*! The *Blackboard Content System* is a feature-rich, fully integrated system for storing, sharing, and publishing content.

This manual is a reference for all end-users of the *Blackboard Content System* including students, teachers, librarians, and other members of an educational community.

About the *Blackboard Content System*

The *Blackboard Content System* allows users to manage learning content, digital assets, and ePortfolios in an enterprise learning environment. It is fully integrated with the *Blackboard Learning System* and the Blackboard Portal System—making use of a similar interface as well as creating repositories for *Blackboard Learning System* courses and users.

About the *Blackboard Learning System* and the *Blackboard Community System*

The *Blackboard Learning System* is a robust course management system (CMS) that is licensed with several different options. The *Blackboard Learning System* includes not only the course management system and advanced integration and data management tools.

Adding the *Blackboard Community System* introduces a customizable portal designed to support several different groups of users with specialized content.

About Blackboard Inc.

Blackboard Inc. develops, licenses, and supports enterprise software applications for the global education market. Working in concert with over 2,600 client-institutions and dozens of technology partners, Blackboard is committed to enabling client innovation and enriching the educational experience through information technology and offers the industry's leading e-Education platform. Blackboard's suite of enterprise applications includes the *Blackboard Learning System* ™, *Blackboard Community Portal System* ™, and *Blackboard Transaction System* ™.Through the use of Building Blocks SM technology, Blackboard's suite of applications has been architect and designed to deliver a flexible, customizable, and seamlessly integrated operating environment for e-Education.

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Using this manual

This manual is best read as a reference, rather than as a book read cover to cover. If the manual is viewed online, the embedded links enable the user to navigate quickly through topics. For readers that prefer to print out and read a paper copy of the manual, refer to the table of contents to locate topics that are referenced in the text.

To make this manual easier to use a number of conventions appear throughout. These conventions are detailed in the table below.

SYMBOL	DESCRIPTION
Bold type	A button or field name.
[r]	Required field.
Courier Font	Text that users should type.
Steps	Tasks users should perform.

CHAPTER 1—ORGANIZE AND MANAGE CONTENT

About organizing and managing content

The Content Collection allows users to store, share, and publish content within personal user folders, course folders and institution folders. This chapter explains how to organize and manage content in ways that are beneficial to them and to other users in the system.

In this chapter

This chapter includes information on the following topics:

TOPIC	DESCRIPTION
Organize content in folders	Describes how content is organized within folders.
Organize folder permissions	Explains how folder permissions are managed.
Tools for sharing and finding content	Describes tools available for searching and sharing content.
Organize user content	Explains how to organize content and permissions in the username folder.

ORGANIZE CONTENT IN FOLDERS

About Organizing Content

Before adding any content to the Content Collection, users should plan out how they will manage their content. This will allow them to organize content in a way which best meets their individual needs.

Files in the Content Collection are organized in a tree structure of nested folders up to, and including, the content area level. This means that each folder may contain other subfolders and files. The term “items” refers to files and folders.

A folder stores both files and other folders. Folders are automatically available to the user who added the folder but must be shared if other users are to view the folder and its contents. It is important to remember that all folders are contained within other folders up to the root (/) folder. Root folders are folders in which all other folders are placed. Content areas, such as Users, Courses, Institution, and Library, are simply folders stored under the root folder.

NOTE: The system does not allow subfolders with the same name in a single parent folder. For example, two folders named Group Projects may not be created in the top-level of the username folder. The system also does not allow files with the same name to exist in a folder.

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Private content space and Public content space

Creating separate folders for personal content (private space) and folders that are available to other users (public space) is very helpful. This method allows the user to have certain folders available only to them, where they can store personal content. For example, one personal folder may contain papers and projects that are in progress, while another contains professional content that is not ready to be shared, such as resumes and cover letters for jobs. Additional permissions for these personal folders are not granted to anyone else.

When a document is ready to be shared, it may be copied or moved to a public folder. For example, if an Instructor is working on a course document he or she can create the draft in a personal folder, and then move it to a shared folder when it is complete. The shared folder is shared with all users enrolled in the class (public space that is set to be available to only course members), and allows for collaboration.

Creating a private folder

A private folder is created in the same way as other folders in the Content Collection, through the **Add Folder** option. The permissions granted on the folder determine whether or not it is private. In the username folder, a private folder is a subfolder that is not shared with any other users. A user may create a subfolder in his or her username folder and not grant any other users permissions to it.

Creating a Public folder

Similar to private folders, public folders are created in the same way as other folders, using the **Add Folder** option. The permissions granted on a folder determine whether or not it becomes available to multiple users and groups of users. Any user with Manage permissions may share the item with a wider audience. In a username folder, a public folder may be created and shared with a group of users collaborating on a project.

ORGANIZE FOLDER PERMISSIONS

Organizing Folders

It is helpful if users organize folders in a way that allows them to manage permissions by folder, rather than by file. For example, create a folder that contains all files used in a group project. This way the entire folder may be shared with the group members, rather than trying to manage permissions on separate items stored in different folders.

Only Read permission should be added to a top-level folder, for example the username folder. Anytime a Permission is added or changed on the top-level folder, check any subfolders or files designated as Private and verify that additional permissions have not inadvertently been added that would expose protected information.

Sharing Folders

When adding folders and files to the Content Collection, keep in mind which users and user lists the content will be shared with. Try to create folders in which all items are to be shared with the same users. When items shared with the same users are spread out among different folders, it may become very difficult to manage. For example, if the user plans on creating documents that will be applicable to all users at the institution, they should create a folder that will be shared with All System Users, then add the specific items to this folder.

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Sharing files

Files are automatically available to the user that added the file but must be shared if other users are to view the item.

Files inherit permissions from the folder they reside in. This means that if a file is added to a folder that already has Read and Write permission for certain users or user lists, the those same users will also have Read and Write permission on the newly added file.

Overwrite Option on Folders

When modifying or adding permissions to a parent folder, the user has the option to force all files and subfolders to inherit these permissions. For example, if the Read and Write permissions are added to the folder, and an item within the folder has Read, Write, and Remove permissions, Remove permissions would be removed from the file. All subfolders and files within the parent folder would be granted Read and Write permissions.

If this option is not selected, the files and subfolders are automatically granted any additional permission given to the parent folder, but existing permissions are not removed. For example, if Read, Write and Manage permissions are added to the folder, and an item within the folder has Read, Write, and Remove permissions, the permissions for the file would remain Read, Write and Remove, and Manage would be added.

After modifying permissions on a folder, the user may modify the permissions on an item, but these will be overwritten the next time permissions on the parent folder are modified. This is one reason storing items with the same purpose and audience in a single folder makes managing permissions much easier.

TOOLS FOR SHARING AND FINDING CONTENT

About Tools for sharing and finding content

A number of tools are available to facilitate sharing content and searching for content that has been shared. These options are dependent on the level of the folder shared, for example granting permission on a top-level folder versus a subfolder. Remember that when a folder is shared, permissions are granted to all content in the folder.

Find Folder

The Find Folder option allows users to search for top-level folders they have permissions to, for example if another user has granted him or her Read permission on a username folder. When a user is granted permissions to a top-level folder, the Find Folder option allows the user to locate the folder and add it to his or her Content Collection Menu; making is easy to access the folder on a regular basis.

Users may decide to share a top-level folder with another user, and then adjust the permissions on the content within, limiting the content this user may access. For example, grant the user Read permission on the username folder. Then open the folder and remove Read permission for the content this user should not view. The user may still use the Find Folder option, but they will only view specific content in the folder.

Search

Search allows users to locate all files and folders that have been shared with them. When a search is performed only those items to which a user has permissions will be returned. If permissions are

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granted on a nested folder (and not the top-level folder) the user may search for the folder and bookmark it; the Find Folder option may not be used on nested folders.

Go To Location

Go to Location allows users to go directly to a specific folder that has been shared with them in the Content Collection. This time-saver allows users to enter the path to open a folder and Bookmark the location at the same time.

Bookmarks

Bookmarks enable quick access to frequently used content a without having to navigate through several folders. Bookmarks can be organized into folders and subfolders as needed by the user. This tool is helpful when permissions are granted on a nested folder, since the Find Folder tool may not be used.

Workflow Activities

If a user is expected to take action or respond to an item, it is helpful to send a Workflow Activity with the item. When a Workflow Activity is created users are selected to share the item with and permissions are granted. An option may also be selected to send an email to these users stating that this item has been shared with them and that a Workflow Activity is attached to it.

Passes

Passes may be used to share a file with a user for a specific amount of time. This is especially useful for sharing files with users who do not have system accounts. When a pass is created, the user decides whether to grant Read or Read and Write permission to the file with the pass. When the time allotted for the pass is over, the user will no longer be able to access the file.

Portfolios

Portfolios allow users to collect and organize files into custom Web pages. These Portfolios can then be presented to individuals and groups of users. It is important that users consider the permissions granted to files that are linked to in a Portfolio. If another user has permissions (other than Read) to a file that is linked to a Portfolio, the file may be modified or removed, resulting in issues for the Portfolio users.

ORGANIZE THE USER FOLDER

About the user folder

A user folder is created the first time a user enters the Content Collection. The name of this folder is the same as the username. This area may be organized according to the individual's needs.

NOTE: The Administrator determines whether username folders are granted for all users or only users with certain roles .

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Storing content

Users should organize their user folder so that personal files and shared files are easy to access and manage. The user folder is a good area to for storing documents that are in development and private files. This area may also be used as a working space for group collaboration. The following are some examples of folders which may be helpful to create:

- **Private Folder** – a working area where projects that are in progress are stored. This folder is not shared with any users.
- **Group folders** - group collaboration folders, shared with other group members, where projects may be worked on together.
- **Private course material folders** – if the user is an Instructor, a folder in this area may be used to store private course information, such as student grades.

Granting Permissions

Users should only grant Read permission on the top-level username folder. Granting additional permissions to this folder makes it very difficult to manage and organize the contents. If other users are granted Read permission to the top-level folder, don't forget to remove permissions for any subfolders or items that should remain private.

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CHAPTER 2—VIEW CONTENT

Overview

This chapter reviews how to find files within the Content Collection.

In this chapter

This chapter includes the following topics.

TOPIC	DESCRIPTION
Access the Content Collection	Describes how to log in and open the Content Collection.
Content Areas	Reviews the different sections of content storage found in the left pane.
e-Reserves	Introduces e-Reserves and explains how they are managed by librarians.
Folders and Items	Introduces the basic components of the Content Collection, folders and items.
Navigation	Details the different objects used to move through the Content Collection.
Bookmarks	Describes how users can save and organize Bookmarks.
Add Bookmarks	Provides instructions on how to set up a Bookmark to quickly access a file without navigating through folders to find the file.
Web Folders	Explains Web Folders, and provides instructions for setting them up.

ACCESS THE CONTENT COLLECTION

Overview

The Content Collection is fully integrated with the *Blackboard Learning System*. If you can log in to the *Blackboard Learning System* you can access the Content Collection.

Login to the *Blackboard Learning System*

Follow these steps to login to the *Blackboard Learning System*:

1. Enter the URL for the *Blackboard Learning System* in a Web browser.
2. Click **Login**.
3. Enter the Username and Password for an active account.

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For more information on logging into the *Blackboard Learning System* please see the *Blackboard Learning System* Student Manual.

Find the Content Collection

The Content Collection is a seamless part of the *Blackboard Learning System*. After logging into the Learning System, select the **Content Collection** tab to access the Content Collection.

Keep in mind that the System Administrator may restrict access to the Content Collection. The System Administrator may also rename the **Content Collection** tab. If you have difficulty finding the Content Collection after logging into the *Blackboard Learning System*, please contact the System Administrator at your institution for assistance.

CONTENT AREAS

Overview

The Content Collection organizes files and folders into separate areas for users, courses, and the institution itself. Each area is accessed through the Content Collection menu. Selecting an area displays the hierarchy of folders and files available to the user in that area.

Areas act as the main file directories beneath the top-level folder. For example, the location bar for the Course Content area is /courses. The folder for a course within that area would read /courses/course_name. For more information on folders and items, please see the next topic, **Folders and Items**.

My Content

The My Content area is used to store folders and files (referred to as items) for each user. Opening the My Content area will allow access to personal files the user has added to the Content Collection.

NOTE: Users must use the Search feature to find and view content items or folders that have been shared with them. The user may add Bookmarks to these locations so they are easily found in the future.

Course Content

The Courses area is used to store folders and files for each course. Opening the Course Content area will show a folder for each course that allows the user to see content. Instructors will see folders for the courses they are teaching when they access the Content Collection. Instructors must grant permissions to Students before course folders will be available to them.

Institution Content

The Institution area is used to store folders and files for educational and administrative services not directly related to a course. The Institution Content area view in the Content Collection menu also includes a separate area dedicated to the Library. The school library may use this area to post e-Reserves, electronic manuscripts, and other resources. With the ability to share folders and files across the Content Collection and seamless integration with the *Blackboard Learning System*, this is a powerful and intuitive way to share and distribute library materials.

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E-RESERVES

Overview

e-Reserves allow librarians to make content available to users throughout the system. Content is made available in the Library Content folder, or placed into a course folder within e-Reserves. All users who have at least Read permission to a course folder (granted automatically by course enrollment), except Guests and Observers, may view the content in e-Reserves folders, but only the librarian may add or modify e-Reserve content. Courses must be available for the content in e-Reserves to appear. Instructors may add content from e-Reserves to their courses.

Librarians

The System Administrator must give a user the appropriate permission to become an e-Reserve librarian. Librarians have access to all of the content in e-Reserves; they also have permissions to read, write, remove and manage this content. Course Instructors may read e-Reserve content, but they cannot modify it in any way or remove it.

Creating e-Reserve Course Folders

e-Reserves contains specific folders for courses in the system. The System Administrator may automatically generate the e-Reserves directory, which will include folders for each course. If the Administrator does not generate this directory, course folders within e-Reserves are automatically generated when the Instructor, Teaching Assistant or Course Builder selects the e-Reserves folder in the file system. For example, if the Instructor for a history class would like to create an e-Reserve folder, he or she would click the e-Reserve folder. A folder with the Course ID of the history class will automatically appear in the e-Reserves area.

Accessing e-Reserve folders

The Find Folder option makes it very simple for e-Reserve librarians to access e-Reserve course folders. Using this tool, the librarian may select the e-Reserve course folders to which they have permission and display them in the Content Collection menu.

NOTE: Course folders automatically appear in the librarian's e-Reserve area if the librarian is enrolled in the course.

FOLDERS AND ITEMS

Overview

The Content Collection stores content files as items. Items are organized into a tree structure of nested folders and items up to, and including, the content area level. This means that each folder can contain other folders and items.

NOTE: Users cannot create items and folders with the same names in a single area of the Content Collection, for example, within My Content.

Folders

A folder stores both items and other folders. Folders must be made available to a user before that user can view the contents of the folder. Folders are made available to users when a person with ownership of the folder adds that user to the folder. For example, the Instructor of a course can make the folder for that course available to students in the course. The Content Collection allows adding users to folders in pre-defined groups such as course users or users with a specific institution role.

It is important to remember that all folders are contained within other folders up to the top-level (/) folder. Even the content areas are simply folders stored under the top-level folder. Note that top-level folder access is generally reserved for the Administrator.

Users added to a folder are assigned permissions to control their actions within the folder. Permissions include: Read, Write, Remove, and Manage. Privileges are an easy way to show content while protecting it from unauthorized changes.

The size of each folder can be restricted to prevent unmanaged growth. Size quotas are definite for each folder, but flexible within the folder to allow some subfolders to grow larger than others.

Metadata and comments can be added to a folder to make it easy to find when searching and to make it easy to identify the content in the folder by adding a description.

Items

An item is a file stored in the Content Collection. Items are automatically available to the user that added the file but must be shared if other users are to view the item. The permissions, comments, and metadata functions work the same for items as for folders. Items include several other management features that are not used with folders.

Passes may be created for an item to allow anyone, even those without a user account, controlled access to the item. When viewing content through a pass, the viewer cannot access other areas of the Content Collection. Passes can assign Read permission only or Read/Write permission to allow collaboration. Passes are a great way to share a file with someone who is not a Content Collection user because a pass allows direct access to the file through a URL without logging in to the system.

Items use versions to allow collaborative work without overwriting earlier drafts. Each draft is stored as a separate version that can be checked out and checked in to manage changes. Only the user that has a version checked out can make changes to the file.

Use of the item can be viewed through the tracking feature. Tracking displays every instance that the file was changed or read and shows the user that took the action. Tracking is useful for managing changes or for Instructors to verify that students have read an item.

NAVIGATION

Overview

The Content Collection uses an interface similar to the *Blackboard Learning System*. Users who are comfortable navigating the *Blackboard Learning System* will learn how to move around the Content Collection quickly.

Content Collection menu

The Content Collection menu includes two navigation views: folder view and shortcut view. Users can choose which view they prefer. The system will save this preference and return the user to this view each time they enter the Content Collection (unless they change their preference by switching views). Users may drag the right-side of the frame to adjust the size of Content Collection menu.

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NOTE: The System Administrator may override the user's ability to switch navigation views.

The shortcut view includes buttons to open each content area as well as Portfolios and tools. It does not include direct access from the Content Collection menu to other tools or to folders nested within each area.

The folder view shows much more detail including the folders within each content area and provides the option to expand or close each folder to view the subfolders. In addition to the content areas, the folder view also shows tools in a tree structure. Tools include workflows, Bookmarks, search, and the online help system.

Content Frame

The Content Frame occupies most of the screen to display the current view. Users interact with content from this view. The Content Frame also includes several navigation features. The size of the Content Frame can be increased or decreased with respect to the Content Collection menu by clicking and dragging the border that separates the two panels.

Action Bar

The Action Bar appears at the top of the Content Frame. It includes buttons to perform actions specific to that page.

Location bar

The Location Bar shows the current folder that is open in the Content Frame. The location bar appears beneath the Action Bar and includes links for all the folders in the path to the current folder up to the top-level (/) folder.

Content List

The Content List displays the folders and items contained in the current folder. It can also display pages that control the item and folder management functions. When displaying the contents of the folder, users can sort the folders and items by clicking the carats above each column. The names in the list are sorted by files and folders, with folders appearing first. The sort is also case sensitive, so all names beginning with A-Z appear before those beginning with a-z. The disk space quota for the current folder also appears right-justified just above the list of contents.

GO TO LOCATION

Overview

The Go to Location page allows users to go directly to a specific folder in the Content Collection. This time-saver allows users to enter the path to open a folder and Bookmark the location at the same time.

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Find this page

Select **Go to Location** under Tools on the Content Collection menu.

Fields

The Go to Location page includes the following fields.

FIELD	DESCRIPTION
Enter Location	
Location	Enter the full path to the folder. Remember to begin with the top-level (/) folder. For example, /courses/history/documents. This field is case sensitive. Instead of typing the full path, it is sometimes easier to click Browse and use the browse interface to find and select the folder. This is also helpful if you are unsure of the full path!
Options	
Bookmark this Location	Select **Yes** to create a Bookmark for this folder. Select **No**, and a Bookmark will not be created.
Bookmark Name	Enter a name for this Bookmark.

BOOKMARKS

Overview

The Bookmark page displays all of the current user's Bookmarks. Selecting a Bookmark immediately opens a folder without having to take the steps to navigate to the exact path. Bookmarks enable quick access to frequently used content without having to navigate through several folders. From this page users can add and remove Bookmarks or simply click on a Bookmark to go to the marked folder. Users may use Bookmarks to quickly find items and areas in the Content Collection that have been shared with them by other users.

Bookmarks can be organized into folders and even folders within folders. The Content Collection offers the flexibility to create sophisticated and deep Bookmark storage. Keep in mind that the purpose of Bookmarks is to provide quick access to content, and the organization of Bookmarks should not be more complicated than the organization of the content.

NOTE: If a file that has a Bookmark is overwritten, the file must be refreshed before the new file appears when the Bookmark is selected .

Find this page

Select **Bookmarks** under Tools on the Content Collection menu.

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Functions

The Bookmarks page includes the following functions.

TO . . .	CLICK . . .
add a Bookmark	**Add Bookmark** in the Action Bar. The Add Bookmark page will appear.
delete a Bookmark	**Remove** after selecting the check boxes for the Bookmarks to be removed. If a Bookmark is mistakenly removed, it must be recreated from the Add Bookmark page.
follow a Bookmark	the Bookmark title. The folder the Bookmark is linked to will open.
add a folder	**Add Bookmark Folder**. The Add Bookmark Folder page will appear. From this page, enter a name for the folder and click **Submit**.
change a Bookmark	**Properties.** The Modify Bookmark page will appear. The user may change the link or name of the Bookmark from this page.
modify the item the Bookmark is pointing to	**Modify.** The Modify item page will appear. The user may change the properties, metadata, permissions and other aspects of the item. This link only appears if the user has Write or Manage permissions to the item.

Invalid Bookmarks

When an item that has been added as a Bookmark is removed from the Content Collection, the Bookmark becomes invalid. Invalid Bookmarks are identified on the Bookmarks page and grayed out, so they cannot be selected. The Remove option may be used to delete invalid Bookmarks from the Bookmarks page.

ADD BOOKMARKS

Overview

A Bookmark is a link to an item or folder in the Content Collection. Bookmarks are convenient for opening folders that are accessed frequently or for remembering the location of an important, but seldom used or hard-to-find folder.

Bookmarks are added from the Create Bookmark page. After a Bookmark is added, it appears under the Bookmarks node of the Tools tree.

Find this page

Follow these steps to open the Create Bookmark page.

1. Select **Bookmarks** under Tools on the Content Collection menu.
2. Click **Add Bookmark** from the Action Bar.

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Fields

The Create Bookmark page includes the following fields.

Field	Description
Bookmark Information	
Bookmark Name [r]	Enter a name for the Bookmark.
Bookmark Location [r]	Enter the full path to the folder. Remember to begin with the top-level (/) folder. For example, /courses/history/documents. Instead of typing the full path, it is sometimes quicker or easier to click **Browse** and use the browse interface to find and select the folder. This is also helpful if you are unsure of the full path!

Web Folders

Overview

WebDAV is an Internet standard used for sharing files via the Internet regardless of platform (Windows, Macintosh, Linux, Sun Solaris, and so forth). When put into use with the Content Collection, WebDAV (called Web Folders) is a means for each user to access content from the Content Collection as if it were it any other network drive or folder.

Setting up Web folders to work with the Content Collection is not difficult because most operating systems are now WebDAV compatible. All you need to connect is the Web address of the folder and a valid Username or password.

Find the Web address of a folder

The URL for a folder in the Content Collection is needed to replicate the folder in the operating system. Follow these steps to find the URL for a folder in the Content Collection:

1. Navigate to the folder in the Content Collection.
2. Click **Web Folder** in the Action Bar.
3. A new window will appear with an index of the folder contents. This page will not contain any of the recognizable navigation elements, such as the shortcut view or the folder view, of the Content Collection.
4. Copy the URL that appears in the address field of the Web browser. This is the URL needed to map to the folder.

Note: The Web Folder button will automatically open the mapped folder from the operating system if it has already been mapped. This is a quick way to access content for editing after locating it in the Content Collection.

Another way to find the URL of a folder in the Content Collection is simply to navigate to the Edit Folder Properties page. The **Address** field on this page (Not the address displayed by the Web browser!) contains the URL needed to map to the folder.

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Setup a Web folder in Windows

Users with a Netscape browser

After finding the URL for a folder, follow these steps to mount the folder in Windows:

1. Open Internet Explorer. Do not select **Folder** in the Action Bar.
2. Open **My Network Places** in the left frame.
3. Double-click Add Network Place.
4. Enter the URL into the text field or copy and paste it.
5. Click **Next**. You will be prompted to enter a name for the Network Place.
6. Enter a name for the Network Place and select **Finish**. The Web folder will open. It will now be listed in **My Network Places**.

NOTE: After opening **My Network Places**, uncheck the **Folders** button in the Action Bar. The **Add Network Place** option will appear in the left side frame.

Users with an Internet Explorer browser

Internet Explorer users can create a Web folder by simply selecting **Web Folder** on the Action Bar inside the Content Collection. Please be aware that some versions of Internet Explorer do not allow Web folders with a path longer than 100 characters.

Setup a Web folder in Mac OS X

After finding the URL for a folder, follow these steps to mount the folder in Mac OS X:

1. From Finder select the **Go** menu and then **Connect to Server**.
2. Enter the URL in the Address field. If you plan on mounting this folder often, click **Add to Favorites** so you can mount it again quickly.
3. Click **OK**. You will be prompted for your Username and Password. Enter your *Blackboard Learning System* Username and Password.
4. The folder will be mounted and will appear on your desktop and in Finder under Network.

NOTE: SSL WebDAV is not supported in Macintosh OS X version 10.3.1 and earlier. Users can use Goliath for Macintosh to support SSL with WebDAV.

Using Web Folders with the Content Collection

Web Folders mount a folder and all its subfolders and files to the operating system. Files may then be opened and accessed with any appropriate application for viewing and editing.

For example, add a Microsoft Word file to the Content Collection in your user folder. Click on the file from within the Content Collection. The file opens in the Web browser, it can be read and written, but it cannot be saved back to the Content Collection. Now mount your user folder using the instructions above. When you open the folder through your operating system you will see the same file. When you open the file, the file opens in Microsoft Word. You can use all of Word's features to edit the file and you can save it back to the mounted folder. When you view the content again through the Content Collection, your changes have been made. You may also drag folders from the local system (for example, the Desktop) and place them in a Web Folder.

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Users may add items from the Web Folder to areas in the Content Collection using the Web Folder feature. When the Web Folder is opened, users should not attempt to navigate to other areas in the directory using the **Up** button in the Web folder window.

Because the Content Collection is designed to be used by the entire community at a school or other institution, there are tools for not only displaying content to other users, but tools for collaborating with other users on projects. The Versioning feature allows users working with the same file to lock the file while making changes to prevent another user from writing over their changes. At the same time, versioning keeps track of every saved instance of the file to make it easy to revert to a previous draft. For more information please see the topic Versions and Manage Versions.

File Names

The characters a-z, 0-9, period '.' and underscore '_' are acceptable in file names. All standard ISO 8859 characters (not foreign characters or symbols) are also supported. All spaces will be converted to underscores '_' in the name of the uploaded file. Special characters are not supported in file names. There is a 255 character limit for all file and folder names. The total path to a file or folder must not exceed 400 characters.

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CHAPTER 3—SEARCH CONTENT

Overview

This chapter reviews how to find files within the Content Collection.

Contents

This chapter includes the following topics.

TOPIC	DESCRIPTION
Search Overview	An overview of the Search feature.
Perform a Basic Search	Explains how to perform a Basic Search.
Perform an Advanced Search	Explains how to perform an Advanced Search.
Search Portfolios	Explains how to search Portfolios.
Using Search Results	Describes how to use the results of a search.
Save Searches	Describes how to save searches and manage them.
Quick Search from the Tools Menu	Explains the Quick Search tool.

SEARCH OVERVIEW

About Search

The Search Content tool provides users with ways to access, group, and save the vast amount of content available to them in the Content Collection. It provides an alternative way to access information that is presented in the user's folder tree or shortcut view, as well as information that is shared to a user but not accessible from the Content Collection menu.

Search is a powerful tool to use in two circumstances:

Accessing files or folders not displayed in the folder tree. If Read permission has been granted to a user on a file or folder that is not displayed in a user's folder tree or shortcut view, search criteria, such as the name of the file or folder or the username of a person who created the file, may be used to find the item.

Discovery of information. Use search to find information stored in the Content Collection related to a particular topic, written by a specific user, or including particular metadata.

The Search page is quickly accessible from the Tools panel on the Content Collection menu. It is most useful when at least part of the item name is known. Users also have the option of conducting either a Basic Search or an Advanced Search. Searches can be saved and used over and over again from the Saved Searches page. Users may also search Portfolios and Portfolio items

NOTE: Content Collection items attached to Portfolios are searched during a Basic or Advanced Search. Whole Portfolios and Portfolio items (such as Welcome pages, Item pages, and Template pages) cannot be located using Basic and Advanced Search. Use the Portfolio Search to locate these items.

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'Smart' Searches

All searches are based on the permission a user has on a file or folder. If Read permission does not exist on an item, it will not be displayed in the Search results, even if it matches the search criteria. If additional permission exists on a file or folder, the permission will apply to that file or folder if it is opened from the search results.

'And' Searches

Entering criteria in multiple search fields on the Search page creates what is known as an 'AND' search. An item must meet all the criteria entered on the page in order to be returned in the search results. Each criteria entered narrows the search.

Only one field on the page must have criteria entered in it in order to execute a search. It is not possible to return all files and folders by entering no criteria.

Case Insensitivity

All searches are case-insensitive. Regardless of whether lower-case or capital letters are typed, the search will ignore this and return the same results.

Search criteria

The following information is helpful when conducting searches in the Content Collection:

- Users must enter at least one term on a Search page; they cannot return all files on the system by entering nothing.
- If multiple words are entered in a search, the query will return only those files that include all of the specified words.
- Wildcard searches may be used when searching file contents. For example, if "search*" is entered, items with "search" and "searches" in the content will be returned. Partial word searches may not be used in this instance.
- Partial word searches may be used when searching file names. For example, if "searches" is entered, items with "search" in the file name will be returned. Wildcard searches may not be used in this instance.
- Users may enter a file extension in the **File or Folder Name** field to return all files for one type of extension. For example, ".xls" may be entered to return all Excel files.
- Use the buttons on the Search page and Search Results page, such as **Submit** and **Back**, rather than using the options in the Browser Action Bar or ENTER on the keyboard. Using options other than those provided on the pages of the Content Collection may result in error messages.

Wildcard, Proximity and Fuzzy searches

The following information is helpful when conducting wildcard, proximity and fuzzy searches in the Content Collection. These types of searches may only be used when searching file contents, not file names.

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- A single character wild card search may be performed by using the “*” symbol in the middle or at the end of the search terms. This is used to find a term where one character is debatable, for example, “te*t”.

- A multiple character wild card search may be performed by using the “*” symbol in the middle or at the end of the search terms. This is used to find a term where multiple characters are debatable, for example, “test*”.

- A “*” symbol cannot be used as the first character in a search; this will return all items in the Content Collection.

- Fuzzy searches may be done using the tilde, “~”, symbol. For example, to search for a term similar in spelling to “roam”, enter “roam~” in the search field.

- Users may search for words within a certain proximity to one another using the tilde, “~”, symbol. For example to search for "test" and "history" within 10 words of each other in a document use the search: "test history"~10

Boolean searches

The following Boolean operators may be used to search in the Content Collection: AND, OR, NOT, “-“, “+”. Boolean operators must be entered in ALL CAPS. Parentheses may be used to group clauses and form sub queries in searches.

OR operator - This operator links two terms and finds a matching document if either of the terms exists in the document. The symbol “ll” may be used in place of the word OR. For example, to search for documents that contain either "test history" or just "test" use one of the following queries: "test history" test , "test history" OR test

AND operator – The AND operator matches documents where both terms exist anywhere in the text of a single document. The symbol “&&” can be used in place of the word AND. For example, to search for documents that contain "test history" and "history test" use the query: "test history" AND "history test"

NOT operator – The NOT operator excludes documents that contain a specific term. The symbol “!” can be used in place of the word NOT. For example to search for documents that contain “history test” but not “calculus test” use the following query: “history test” NOT “calculus test”

+ operator – This operator requires that the term after the “+” symbol exist somewhere in the text of a single document. For example, to search for a document that contains “test” and may contain “history” use the following query: +test history

- operator – This operator will exclude documents that contain a specific term. For example, to search for documents that contain “history test” but not “history assignment” use the following query: history test – assignment

Grouping – Parentheses may be used to group clauses to form subquesries within a Search. For example, to search for either “history” or “revolution” and “test” use the following query: (history or revolution) AND test

PERFORM A BASIC SEARCH

About Basic Search

Basic Search allows users to quickly search for Content Collection items using a limited number of search criteria.

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Basic Search fields

Basic Search includes two search fields:

FIELD	DESCRIPTION
Search Criteria	
Search File Contents	• Enter the text to search for in the Content Collection. The text must appear in the contents of the file; the system does not search the name of the file for this text. The system will search the content of all files and folders, unless the **File or Folder Name** field is complete. • The file types searched are: .doc, .xls, .ppt, .pdf (excluding encrypted pdf files), .html, .htm, .rtf, .txt • The asterisk (*) symbol may be used to return all files and folders that a user has permission to Read (up to a number set by the System Administrator); this is known as a wildcard search. • Partial word searches are NOT allowed (typing part of a word as opposed to the whole word). • A single character wild card search may be performed by using the “*” symbol in the middle or at the end of the search terms. This is used to find a term where one character is debatable, for example, “te*t” • A multiple character wild card search may be performed by using the “*” symbol in the middle or at the end of the search terms. This is used to find a term where multiple characters are debatable, for example, “test*”. • Fuzzy searches may be done using the tilde, “~”, symbol. For example, to search for a term similar in spelling to “roam”, enter “roam~” in the search field. • Users may search for words within a certain proximity to one another using the tilde, “~”, symbol. For example to search for "test" and "history" within 10 words of each other in a document use the search: "test history"~10
File or Folder Name	• This field searches the names of files or folders loaded in the Content Collection. • File extensions may be entered to return all files of a certain document type (for example, .doc) • Partial word searches are allowed (typing part of a word as opposed to the whole word, for example, ‘enviro’ instead of ‘environment’) • Select **Contains** to search for all items that contain the criteria entered. Select **Equals** to search for all items that exactly match what you have entered.

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PERFORM AN ADVANCED SEARCH

About Advanced Search

Advanced Search contains the same two fields as a Basic Search, plus:

- Comment Search
- Additional Search Options and Metadata searches for more granular results
- A Save this Search function that allows a user to save search criteria and re-run the search with one click (from the Saved Searches page)

Comment Search

Underneath the Search File Contents field, a checkbox appears for Search File Comments. If a file has comments on it that meet the search criteria entered in the **Search File Content** field, the file will return in the results. In order to see comments on a file, comments must be Shared (not Private), or Manage permission must exist for the user on the file.

Additional Search Options

Additional search options allow for narrowing search results to more specific criteria. Like all other searches, each field criteria entered narrows the search.

FIELD	DESCRIPTION
Search From	Enter the path to the folder or click **Browse** to select the folder that should be searched. The search will include any subfolders, so if no folders in the path are known, searching by the top-level (/) folder will still return the item, although the search will take much longer. All the files and folders in that location (to which the user has at least Read permission to) display The path is case-sensitive, meaning that the file or folder names must look exactly as they do in the Content Collection.
Size	Enter a document size and choose **Less Than** or **More Than** All the files and folders that meet the size criteria (to which user has at least Read permission to) display Keep in mind that there are approximately 1,000 bytes in a Kilobyte and approximately 1,000 kilobytes in a Megabyte
Username	Select either **Created By** or **Last Modified By** and enter a username or click **Browse** to open the User Search and select users All the files and folders that meet the username criteria (to which the user has at least Read permission to) display
Dates	Select either **Created** or **Last Modified** , **On**, **Before**, or **After** and a date All the files and folders that meet the date criteria (to which the user has at least Read permission to) display

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Metadata

Metadata search fields allow a user to search for Metadata that has been previously entered on a file. There are four categories of Metadata that a System Administrator can make available: General Metadata, IMS Metadata, Dublin Core Metadata and Custom Metadata. Metadata may be added to a file when it is created or modified .

Like all other searches, each Metadata field criteria that is entered narrows the search. Only files that contain all the search criteria entered will be returned.

TIP: Institutions can use metadata in a coordinated way to make finding content easier. For example, if librarians consistently use metadata to enter subject or username information, then Students can use the Search tool to find topical information, all documents by a certain author, or any other criteria that is entered.

FIELD	DESCRIPTION
Name	Enter a name for the item. This is specifically for the metadata; it will not change the file name of the item.
Description	Enter a description for the item.
Keywords	List keywords associated with the item separated by commas.
Learning Objectives	List Learning Objectives associated with the item separated by commas.
Dublin Core Metadata	
Title	Enter a name for the item. This is specifically for the metadata; it will not change the file name of the item.
Creator	Enter the person or organization that made the item.
Subject	Enter the subject of the item.
Description	Enter a description of the item.
Publisher	Enter the name of the person or organization that published the item.
Contributor	Enter the names of people who contributed to the item's content.
Date	Enter the date the item was created.
Type	Enter the category or genre for this item.
Format	Enter the media type or size and duration of the item. This may be used to identify the software or hardware needed to use the resource.
Identifier	Enter a unique reference for this item, for example a number it is associated with in an identification system.
Source	Enter the name of the resource from which this item comes.
Language	Enter the language of the item.
Relation	Enter a reference to a source that is related to this item.

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FIELD	DESCRIPTION
Coverage	Enter the location and date range of this item.
Rights	Enter Intellectual Property Rights and Copyright information.
IMS Metadata	
Identifier	A unique label for the item.
Catalog Type	A library catalog type in which this item is catalogued.
Catalog Entry	The catalog number for this specific item.
Language	The language of the item.
Resource Type	The type of resource, such as, Exercise, Simulation, Questionnaire, Diagram, Figure, Graph, Index, Slide, Table, Narrative Text, Exam, Experiment, Problem Statement, or Self Assessment.
Educational Context	The typical learning environment where use of the learning object is intended to take place. For example, Primary Education, Secondary Education, Higher Education, University First Cycle, University Second Cycle, University Postgrade, Technical School First Cycle, Technical School Second Cycle, Professional Formation, Continuous Formation, or Vocational Training.
Age Range	The age range for the intended users.
Difficulty	Indicate the level of difficulty of this item.
Free Resource	Select **Yes** if this item is free, select **No** if it is not.
Restricted Use	Select **Yes** if use of this item is restricted, select **No** if it is not.

Save this Search

Save search criteria by entering a Search Name in the **Save this Search as** field, then click **Submit**. The search will automatically be saved and accessible from the Saved Searches page.

SEARCH PORTFOLIOS

About Portfolio Search

The Portfolio Search page is accessible from the Basic Search page. If a Portfolio has been shared to a user or user group, Portfolio Search can be used to find it.

It may be used to search for entire Portfolios or for non-Content Collection items included in Portfolios, such as Welcome pages and Item pages. Template Item pages in a Portfolio are not searched.

The Portfolio Search is not used to search for Content Collection items that are linked to in a Portfolio; use either the Basic Search or the Advanced Search for this purpose.

Portfolio Search appears to all users if Portfolio functionality is available to any users on the Content Collection, otherwise it is hidden.

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NOTE: This feature is only available if the System Administrator enables Portfolios.

Portfolio Search Fields

Like all other searches, each Portfolio search field further narrows the search. Only files that contain all the search criteria entered will be returned.

FIELD	DESCRIPTION
Search Criteria	
Portfolio Usernames	• Enter one or more usernames, or use **Browse** to search for users • Portfolios created by that user(s) that have been shared to you will be displayed
Name/ Description	• Enter Portfolio Names or Descriptions • Partial names and descriptions are allowed • If more than one word is entered, all words must appear in the Portfolio Name or Description (does not have to appear in both) in that particular order. • Portfolios matching the search criteria that have been shared to you will be displayed
Learning Objectives	• Enter Learning Objectives • Partial names and descriptions are allowed • If more than one word is entered, all words must appear in the Learning Objectives in that particular order • Portfolios matching the search criteria that have been shared to you will be displayed
Save this Search as	• Enter one or more usernames, or use **Browse** to search for users • Portfolios created by that user(s) that have been shared to you will be displayed

Save this Search

Save Portfolio search criteria by entering a search name in the **Save this Search as** field, then click **Submit**. The search will automatically be saved and is accessible from the Saved Searches page.

Portfolio Search Results

The results of the Portfolio Search appear on the Search Results page. Only Portfolios to which the user has permissions will appear. Click the title of the Portfolio to open the Portfolio.

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USING SEARCH RESULTS

About Search Results

Users may work with items from the Search Results page in the same manner as if they were accessed from the folder tree or shortcut view. Users can manage the search results, email items to other users, and Bookmark items for later use.

Permission necessary to work with items

Actions that may be performed on items that appear in Search Results depend on the permission the user has for the item.

When search results are returned, any permission granted to a file or folder still applies.

- If a user has Read permission on the item, it can be opened, downloaded or emailed.
- If a user has Write permission on an item, it can be modified (edited). Write permission on a folder allows the user to add files or folders.
- If a user has Remove permission, it can be deleted.
- If a user has Manage permission, item properties such as metadata and comments may be modified and permission granted.

Metadata on Search Results

If a General Metadata Name and Description have been added to a file, this Metadata will display in the search results under the file name.

Sorting Search Results

If there is a downward pointing triangle at the top of a column in search results (such as over the file name), clicking the arrow will sort the results. Clicking the arrow again will reverse the sort.

Viewing Portfolios from Search Results

From Portfolio Search results, click on the name of the Portfolio to open it.

Search Results Functions

The following functions are available from the Search Results page.

TO . . .	CLICK . . .
copy an item	the checkbox next to the item to copy and select **Copy**. The Copy an Item page will appear.
move an item	the checkbox next to the item to move and select **Move**. The Move an Item page will appear.
remove an item from the search results	the checkbox next to the items to delete and select **Remove**.
save the search	**Save Search**. The Save Search page will appear, enter a

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TO . . .	CLICK . . .
	name for the search on this page.
add a Workflow to an item.	the box next to the item and select a Workflow from the drop-down list. Select **Go**. The Workflow page will appear.
email an item	the box next to the item and select **Email Items** from the drop-down list. Select **Go**. The Email an Item page will appear.
download and item	the box next to the item and select **Download Items** from the drop-down list. Select **Go**.
Bookmark an item	the box next to the item and select **Bookmark Items** from the drop-down list. Select **Go**. The Create Bookmark page will appear.

SAVE SEARCHES

About Saved Searches

The Saved Searches page stores searches so they can be used again. Searches may be saved when creating the search on the Advanced Search page or the Portfolio Search page, or they may be saved from the Search Results page.

The Saved Search page lists all searches initiated on any search page for which a search name was entered in the **Save this Search as** field and the search was submitted.

TIP: It is beneficial to save a search that will be run regularly, or if it took a lot of time to enter the search criteria.

Re-run Search

Click the name of a saved search to see the search results. This search runs anew every time the name is selected. The search results will change if a new file or folder has been added that meets the criteria, if a file or folder has been removed, or if permission to the file has been changed.

TIP: If it is important to have continued access to a particular file or folder that appears in the search results (instead of just access to any files or folders that meet all the search criteria), then it is a good practice to Bookmark the file or folder directly from the Search Results page. It can then be accessed from Bookmarks.

Modify the Search

Click **Modify** next to a search to change the criteria for the search. The Search page where the search was initiated will open populated with the existing search criteria. If the saved search was a Basic Search, the criteria will display on the Advanced Search page and can be modified from there. Modify any criteria and click **Submit**.

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Delete the Search

Click **Remove** next to a search to delete a saved search.

QUICK SEARCH FROM TOOLS MENU

About Quick Search

The Quick Search field is located in the Tools area of the Content Collection Menu. Quick Search searches file and folder names for the word, words or partial words entered. This field can be used in the same way as the **Search File or Folder Names** field on the Basic or Advanced Search pages.

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CHAPTER 4—CREATE CONTENT

Overview

Chapter 4 covers how to create folders and items and move them around the Content Collection.

In this chapter

This chapter includes the following topics.

TOPIC	DESCRIPTION
Create a Folder	Provides instructions for creating a folder to store content.
Create an Item	Explains how to upload an item into a folder.
Copy an Item or a Folder	Reviews the copy feature for replicating an item or a folder in another part of the Content Collection.
Move an Item or a Folder	Reviews the move feature for deleting an item or a folder and recreating it in another part of the Content Collection.
Remove an Item or a Folder	Details how to delete items and folders.
Email an Item	Explains how to email an item to another user.

CREATE A FOLDER

Overview

Folders are storage bins for other folders and items. Folders can be created within any folder. To create a folder a user must have Read and Write privileges in the folder that will hold the new folder. For example, if only the Instructor of a course has Read and Write privileges to that course's main folder, such as /courses/History, only the Instructor can create a folder there, for example, /courses/History/documents.

For more details on folders please see Folders and Items.

Find this page

Follow these steps to open the Add Folder page.

1. Navigate to the folder that will contain the new folder.
2. Click **Add Folder** on the Action Bar. If the **Add Folder** button does not appear (or is grayed out) if the user does not have permission to add a folder in the current location.

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Fields

The Add Folder page includes the following fields.

FIELD	DESCRIPTION
Folder Information	
Folder Name [r]	Enter the name of the folder.
Quota Options (only appears if the user has Manage permissions)	
Space Available	Display only field that shows how much space is available for the folder.
Quota in Megabytes (M)	Enter a space quota for the folder in megabytes (MB). The space quota cannot be larger than the quota for the folder in which the new folder will reside. For example, the quota for /courses/history/documents cannot be larger than the quota for /courses/history.
Inherited Quota	Display only field that shows the quota for the folder in which the new folder will reside. For example, when creating the folder /courses/history/documents this field will show the quota for /courses/history.
Lock Options	
Lock Type	Select a lock for the folder from the following options: • No Lock • Lock This Folder • Lock this Folder and everything it contains
Comment Options	
Comments	Select **Private** or **Shared**. Selecting **Private** limits comments to those users that have Manage privileges on the folder. Selecting **Shared** allows users with Read privileges to view and post comments.

Locks

A lock secures the folder itself (name and settings) from changes. If **Lock This Folder** is selected, the items within the folder may be edited, but they may not be removed or moved. The option **Lock this Folder and everything it contains** protects both the folder itself and the materials it contains. If this option is selected, all subfolders and items within the folder will be locked. These folders and items may not be edited, moved, or removed. If a folder is locked, the user will also be unable to modify items within it through the Web Folder, for example, copying an item directly into the Web Folder.

Download Folders

Users may download folders using the **Download Items** option in the drop-down list on the Action Bar. If the folder is downloaded to a .zip file, it will appear if it includes items. If the folder is empty, the .zip file will not include the folder.

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CREATE AN ITEM

Overview

Items are files stored in the Content Collection. Items can be created within any folder provided that the user creating the folder has Manage privileges in the folder that will hold the new item. For example, if only the Instructor of a course has manage privileges to that courses folder, for example, /courses/history, only the Instructor can create an item there, for example, /courses/history/history item.

For more details on items please see Folders and Items.

Find this page

Follow these steps to open the Add Item page.

1. Navigate to the folder that will contain the new item.
2. Click **Add Item** on the Action Bar. If the **Add Item** button does not appear you do not have permission to add an item in the current location.

Fields

The following fields appear on the Add Item page.

FIELD	DESCRIPTION
File Information	
File [r]	Enter the path to the file that will be uploaded to the Content Collection or click **Browse** to locate and select the file. The file name will display in the Content Collection.
Overwrite if a file with the same name exists	Check this box if the item should replace an item that already exists in the folder.
Options	
Locked	Select **Yes** to lock the item or **No** to keep the item unlocked. A lock prevents changes to the item. If a file is checked out, it will automatically be locked.
Comment Options	
Comments	Select **Private** to prevent other users from posting comments about the item. Select **Shared** and those users with at least read permission can post comments.

CREATE EXTERNAL LINK

Overview

Links to outside Web sites may be added to the Content Collection as External Links. These links are added from the Add External Link page.

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Find this page

Follow these steps to open the Add Item page.

1. Navigate to the folder that will contain the new item.
2. Click **Add Link** on the Action Bar. The Add External Link page appears.

Fields

The following fields appear on the Add Item page.

FIELD	DESCRIPTION
File Information	
Link Name [r]	Enter a name for the link. Do not enter the '%' and the '?' characters in this field.
URL [r]	Enter the full Web address to the link. When adding a URL, do so as http://www.blackboard.com, not www.blackboard.com or blackboard.com
Lock Options	
Locked	Select **Yes** to lock the item or **No** to keep the item unlocked. A lock prevents changes to the item. If a file is checked out, it will automatically be locked.
Comment Options	
Comments	Select **Private** to prevent other users from posting comments about the item. Select **Shared** and those users with at least read permission can post comments.

Modifying Links using Web Folders

Links may be modified outside of the Content Collection using Web Folders. A Link item is an HTML file that redirects to a specified URL; using Web Folders provides access the HTML file.

To modify the link, open the directory location of the Link item using Web Folders. Edit the HTML using an HTML editor, such as Macromedia Dreamweaver or Microsoft Notepad. Save and close the file, then refresh the location in the Content Collection.

- **Warning: Changing the HTML that already exists in the file may lead to a broken External Link.** If this occurs, simply remove the item and add a new link.

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COPY A CONTENT ITEM OR FOLDER

Overview

Copying an item or a folder creates an exact replica of that item or folder in a different location or in the same location. The name of the item or folder remains the same if it is copied to a different location. If the copy is placed in the same folder as the original item or folder, the copy is named "Copy of," followed by the file or folder name.

If the name of the copied item matches the name of an item in the destination folder the Content Collection will prompt the user to confirm an overwrite. The same logic applies to folders, if a copied folder is given a name that matches a folder in the destination location the Content Collection will prompt the user to accept an overwrite of the existing folder with the copy.

It is possible to select multiple items and folders for copying, making it easy to share content between folders. This is especially useful when teaching different sections of the same course. Each section can have their own folder for different sets of users but start the course with the same content.

Find this page

Follow these steps to open the Copy Item page or the Copy Folder page.

1. Navigate to the folder that holds the item or folder to be copied.
2. Check the item or folder (or multiple items and folders) to be copied.
3. Click **Copy** in the Action Bar.

Fields

The Copy Item and Copy Folder pages contain the following fields.

FIELD	DESCRIPTION
Content Information	
Information on the item or folder to be copied is displayed here for confirmation. The name of the item or folder, the size of the item or folder, and details on the last change made to the file are displayed.	
Destination	
Destination [r]	Enter the path to the destination folder to store the copy of the item or folder including the name of the item or folder or click **Browse** to locate and select the destination folder. Select the check box to replace any folders or items in the destination that share the same name as any folders or items that will be moved into the destination.

Permissions

To copy an item, the user must have Read permissions on the item being copied, and Write permissions in the location it is being copied.

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To copy a folder, the user must have Read permissions to the folder being copied and all items within the folder, and Write permissions to the destination folder.

MOVE AN ITEM OR FOLDER

Overview

Moving folders and items removes the folders and items from the current location and stores them in a different location. It is possible to select multiple items and folders for moving, making it easy to transport large batches of content to new locations.

Find this page

Follow these steps to open the Move Item page or the Move Folder page.

1. Navigate to the folder that holds the item or folder to be moved.
2. Check the item or folder (or multiple items and folders) to be moved.
3. Click **Move** in the Action Bar.

Fields

The Move Item and Move Folder pages contain the following fields.

FIELD	DESCRIPTION
Content Information	
Information on the item or folder to be moved is displayed here for confirmation. The name of the item or folder, the size of the item or folder, and details on the last change made to the file are displayed.	
Destination	
Destination [r]	Enter the path to the destination folder to store the item or folder or click **Browse** to locate and select a folder. Select the check box to replace any folders or items in the destination that share the same name as any folders or items that will be moved into the destination.

Permissions

To move an item, the user must have Read and Remove permissions on the item being moved, and Write permissions in the location it is being copied.

To move a folder, the user must have Read permissions to the folder being moved, as well as, Remove permissions on the folder and all items within the folder. The user must also have Write permissions to the destination folder.

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REMOVE AN ITEM OR FOLDER

Overview

Removing an item or a folder removes the item or folder from the Content Collection.

It is possible to select multiple items and folders for removal, making it easy to delete large batches of content.

Remove items and folders

Follow these steps to remove items and folders.

1. Navigate to the folder that holds the items or folders to be removed.
2. Check the item or folder (or multiple items and folders) to be removed.
3. Click **Remove** in the Action Bar.
4. A confirmation will appear. Click **Yes** to delete the selected items and folders.

EMAIL AN ITEM

Overview

Users may send items to others through the Email Items page. The Email Items page sends an Email message to select outside users with the URL pass for accessing the content item.

Find this page

Follow these steps to open the Email Items page.

1. Navigate to the folder that holds the item or folder to be moved.
2. Check the item to be emailed.
3. Select **Email Items** in the drop-down list in the Action Bar.

Fields

The Email Items page includes the following fields.

FIELD	DESCRIPTION
Message Details	
To [r]	Enter the email addresses of all the people who will receive the item. Separate email addresses that appear in the same field with commas. The Cc: field is useful for alerting someone who is not the main recipient. The Bcc: field prevents other recipients from seeing the email addresses in this field.
Cc	
Bcc	
From	Displays the name of the person sending the email.
Subject	The default subject is “Your Name has sent you items to view.” This may be edited.

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FIELD	DESCRIPTION
Message	A default message appears in this field. Edit the message as you like but be careful not to delete or change the URL. If you edit or delete the URL, users will not be able to access the item!

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CHAPTER 5 – USING PERMISSIONS

Overview

Once content is added to the Content Collection, permissions must be granted to make the content accessible to users and groups of users. Managing permissions on files and folders may be complicated since permissions behave both alone on single items and in combination with other permissions on folders. Users and user lists may be given different types of permissions to individual files and folders, ranging from read only access, to modifying, managing and removing content.

Chapter 5 describes permissions and how they are used in the Content Collection.

In this chapter

This chapter includes the following topics.

TOPIC	DESCRIPTION
Permissions Overview	Gives an overview of permissions.
Folders with Default Permissions	Explains how default permissions work with folders.
Add Permissions for an Item or Folder	Explains how to add permissions for a user or user group to an item or folder.
Common areas of Confusion	Explains some areas where permissions may be confusing.
Table of Permissions Required for Specific Actions	A table of which permissions are required for certain actions

ERMISSIONS OVERVIEW

About Permissions

Permissions enable users to read and perform actions on items and folders added to the Content Collection. Users must be granted permissions in order to access content directly from the Content Collection and also through links in courses and Portfolios. The following permissions are available within the Content Collection:

- **Read:** Users have the ability to view items or folders.
- **Write:** Users have the ability to make changes to items and folders.
- **Remove:** Users have the ability to remove items from the folder or the folder itself.
- **Manage:** Users have ability to control the properties and settings of items and folders.

Grant permissions

Any user with Read and Manage permission on an item or folder may grant permissions to other users and user lists. If permissions are changed on a folder, the user must have Read and Manage permissions on the folder, but only Manage permission on items within the folder is necessary.

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Receive permissions

Users and groups of users, such as Course User Lists, may be granted one or more permissions. For example, Read permission for an item may be granted to an entire course list. The owner may grant additional permissions to single users within the course list, for instance, one user may be granted Write permission. Privileges may be modified for subfolders and items within a folder. Thus, Instructors and Students can work with items in the same folder and the Instructor can prevent certain items from being modified by a student.

Smart permissions

Tools in the Content Collection are 'smart'. When a user searches for files or folders, or attempts to manipulate files or folders (for example, using copy, move or remove), he or she will only be able to view and alter content based on the existing permissions. For example, if a user searches for an item to which he or she does not have Read permission, the item will not appear in the Search Results.

FOLDERS WITH DEFAULT PERMISSIONS

About Default Permissions

Some users have default permissions to specific folders. In this case, various permissions are automatically granted to specific folders.

User folders – These folders appear under My Content in the Content Collection menu. A user has Read, Write, Manage, and Remove permissions to his or her user folder. The Administrator determines the availability of these folders on a system-wide basis. If the Blackboard Portal System is installed, the Administrator may make folders available to users with specific institution roles.

Course folders – These folders appear under the Courses area on the Content Collection menu and are used to store content for specific courses. Instructors, Teaching Assistants and Course Builders have Read, Write, Manage, and Remove permissions to the folders for their courses. The course folder is automatically created on the system the first time one of these users accesses the Content Collection. Other course users (such as Students) who are enrolled in a course do not see this folder because it is intended to be a workspace for course developers. Students must be given Read permissions to a course folder for it to be accessible to them. Organization folders function in the same way as course folders.

NOTE: This feature is only available if the System Administrator enables Portfolios.

Institution and Library Content folders - All users with system accounts have Read permission to these folders.

Course folders within eReserves – All users enrolled in a course (All Course Users) have Read permissions to the specific course folder in eReserves.

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ADDING PERMISSIONS TO AN ITEM OR FOLDER

Add permissions to an item or folder

Permissions are added and removed on the Modify Permissions page for an item or folder. Follow the steps below to add permissions to an item for user:

1. Open the Content Collection folder where the item is located (for example, /users).
2. Select **Modify** next to the item. The Modify page will appear.
3. Select **Permissions**. The Modify Permissions page will appear.
4. Select **Add Users**. The Add User page will appear.
5. Complete the Add User page with the following information:

FIELD	DESCRIPTION
Usernames	
Enter the usernames for one or more users or select **Browse** to locate users in the system.	
Set Permissions	
Permissions	Check each box for the permissions that will be applied to the user or users.

Permissions may also be added for user lists, such as All System Accounts or a Course List. Follow the steps below:

Open the Content Collection folder where the item is located (for example, /users).

1. Select **Modify** next to the item. The Modify page will appear.
2. Select **Permissions**. The Modify Permissions page will appear.
3. Select a user list in the drop-down list on the Action Bar. The Add User List page will appear.
4. Complete and submit the Add User List page

NOTE: If permissions are added for a user or user list but no check boxes for specific permissions (Read, Write, Manage, Remove) are selected, the user or user list is still added to the Manage Permissions page. This is true for all users and user lists with the exception of Public and All System Accounts. In these cases the user list is not added to the Manage Permissions page if no permissions are selected.

Granting permissions to folders v. items

Permissions granted to a folder may or may not affect items and subfolders within the folder. An additional option, **Overwrite**, appears on the Permission pages for folders, allowing the user to choose how the contents of a folder are affected when Permissions are modified.

If the **Overwrite** option is selected, the current permissions for all items and subfolders in the folder are removed. The permissions selected in the **Permissions** field are granted to these items and subfolders. After modifying permissions on a folder, the user may change the permissions on an

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item within the folder. These permissions will be overwritten if Overwrite is selected for the parent folder again.

If this option is not selected, the permissions selected in the Permissions field are granted to all items and sub folders, but existing permissions are not removed. For example, if an item already has Read permission, and only Write permission is selected on the Add Users page, the item will be granted Read and Write permission.

COMMON AREAS OF CONFUSION

Overview

There are some common scenarios where users may be confused about permissions.

Viewing files and folders

Usually when an item or folder is not displayed to a user it is because the user does not have Read permission. However, there are a few common instances where a user cannot see a file or folder because of other system rules:

Situation #1

A user is enrolled in a class, but the course folder does not appear under Courses or e-Reserves.

Reason: Course folders are not created in the Content Collection until the Instructor, Teacher's Assistant, or Course Builder has accessed the Content Collection. Once this happens, the course folder will appear to enrolled users under e-Reserves. Additionally, Read permission must be granted to the user before the course folder appears under Courses.

Situation #2

A user is enrolled in an organization, but the organization folder does not appear under e-Reserves.

Reason: Organizations do not have folders under e-Reserves; only course folders appear under e-Reserves.

Situation #3

A user can view all of the content of his or her Portfolio; but a user with whom this Portfolio is shared cannot view all of the files linked to in the Portfolio.

Reason: The Portfolio User List no longer has Read permission to all items linked to in the Portfolio. When the Portfolio was originally created and shared, the users with whom it was shared were added to the Portfolio User List and granted Read access to all items linked to in the Portfolio. Since then, Read access has been removed from one or more of these items; when the user accesses the items through the Portfolio he or she is unable to view them. A user with Read and Manage permission to the file must add Read permission for the Portfolio User List to each item where this permission has been removed.

Situation #4

A user can view a folder, but not all of its contents

Reason: The user has Read access to the folder, but not to its contents.

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Performing actions on files or folders

Usually when a user cannot perform an action on a file or folder it is because he or she does not have the correct permissions. However, there are a few common instances where this may be confusing:

Situation #1

A user has Manage permission on an item, but is unable to copy it to a different folder.

Reason: The user does not have Write permission on the destination folder.

Situation #2

A user may view a file or folder but is unable to link to it from a Portfolio.

Reason: The user only has Read access to the file or folder; Manage access is required to link the file or folder to a Portfolio.

Note: The user does not need Manage permissions to items added from the /institution folder because All System Accounts have Read permissions to /institution. The system assumes that if All System Accounts have Read access, anyone may link to it.

TABLE OF PERMISSIONS REQUIRED FOR SPECIFIC ACTIONS

About of permissions for specific actions

The following table explains which permissions are required for specific actions. In the case of folders, the user generally needs the permission on the folder and all its contents, subfolders and their contents.

NOTE: Read permission on subfolders is not always necessary, as long as the user has Read permission on the folder he or she is working with, and has other necessary permissions to the folder and its content. For example, if a user has Read and Remove permission on a parent folder and only Remove permission on the subfolder, the parent folder (including the subfolder) may be removed. In this case, the user may not remove only the subfolder because the user cannot Read it..

ACTION	PERMISSIONS REQUIRED
Add a file or folder	Read and Write permission on the current folder
Add, Modify or Remove permissions	Read and Manage permissions on an item
View permissions	Read and Manage permissions on an item
Download a file or folder	Read permission on file or folder and all items and folders within the folder to be downloaded.
Email a file or folder	Read permission on the item or folder
View properties for a file or folder	Read permission on the item
Copy a file or folder	Read permission on the item (and all its subfolders and files in the case of folders) and Write permission on the destination folder

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ACTION	PERMISSIONS REQUIRED
Modify properties for a file or folder	Read and Write permissions on the item
Move a file or folder	Read and Remove permissions on the item to be moved, Write on the destination folder
Remove a file or folder	Read and Remove permissions on the item
Lock and unlock a file or folder	User must have Read and Write on permissions the item. Only the lock owner (the user who set the lock) may unlock an item.
Add a comment to or view a comment on a file or folder	Read permission on the item or folder if Comments are shared. Read and Manage permissions on the item or folder if Comments are private
Bookmark a file or folder	Read permission on the item
Tracking – enable/disable	Read and Manage permissions on the item
Versions- checkout a file	Read and Write permissions on the item
Versions- check in a file	A version is locked when the file is checked out; only the lock owner (person who checked out the file) may check it in. User must have Read and Write permissions on the item.
Version – remove a file	Read, Write, and Remove permissions on item
Version – rollback a file	Only the lock owner (person who checked out the file) may rollback a version. User must have Read and Write permissions on the item.
Workflow – add a file	Read and Manage permissions on the item
Workflow – add a comment	User must be the Workflow Activity owner or recipient
Workflow – modify a file	User must be the Workflow Activity owner
Workflow – remove a comment from a sent or received Workflow Activity	User must be the Workflow Activity owner or the user who submitted the comment

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CHAPTER 6—MANAGE FOLDERS

Overview

This chapter details how to apply settings to a folder and share the folder with other users.

In this chapter

This chapter includes the following topics.

TOPIC	DESCRIPTION
Find Folder	Explains how to find and add folders to which a user has Read permission.
Remove from Display	Explains how to remove folders added through the Find Folder option.
Edit Folder Properties	Describes the control settings available for a folder.
Manage Permissions for a Folder	Details the administration of permissions for a folder.
Add a User to a Folder	Provides instructions for granting users access to a folder.
Add a Course or Organization User List to a Folder	Provides instructions for granting user lists from a Course or Organization access to a folder.
Add an Institution Role User List to a Folder	Provides instructions for granting users with specific Institution Roles access to a folder.
Add Public to a Folder	Provides instructions for granting public users access to a folder.
Add All System Accounts to a Folder	Provides instructions for granting all users with system accounts access to a folder.
Add Course or Organization Groups to a folder	Provides instructions for granting all users in a course or organization Group access to a folder.
Modify Folder Permissions	Provides instructions for changing the permissions assigned to a user or a group of users.
Comments	Provides links to areas for managing Comments.
Set Private / Shared Comments	Describes now to make comments on the folder private or shared.
Add Comments to a Folder	Describes how to add and manage folder comments.

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FIND FOLDER

Overview

When users open the Content Collection their user folder and the folders for courses and organizations in which they are enrolled are automatically displayed. The Find Folder page allows users to search for and display child folders to which they have at least Read permission within the top-level folders. For example, if an Instructor gives a user permission to a course folder in which the user is not enrolled, the user may use this tool to display the course folder in their Content Collection menu. This tool may not be used to display a subfolder within the Course folder.

This option is available in the following top-level folders:

- Users
- Courses
- Organizations
- e-Reserves

This tool is especially useful for e-Reserve librarians, who may have permission to a number of course folders in e-Reserves. This tool allows the librarian to display these folders under the e-Reserves folder in the Content Collection menu without enrolling in the courses.

NOTE: See the Manage Permissions for a Folder topic for details about adding, modifying, and removing permissions for folders.

Find this page

Follow these steps to open the Find Folder page.

1. Select a top-level folder, such as Users or Courses.
2. Select **Find Folder** in the Action Bar.

Functions

Enter the search criteria in the field that appears on the Find Folder page. For example, if **Find Folder** is selected in the users folder, enter the usernames for the user folders to add. **Browse** may be used to search for any valid user, course or organization folder. If the appropriate permissions have not been granted, the user will be unable to add the folder.

The user must have at least Read permission on the user, course, or organization folder to add the folder to their folder tree. For example, if the user 'JSmith' has Read permission on an item in the user folder for 'LJones', a search on LJones conducted by JSmith will not be successful. LJones must grant JSmith permissions on the top-level of the LJones folder. In this case, the search would be successful.

Upon submit, the folder is added if the appropriate permission has been granted. To view the changes in the Content Collection menu, click **Refresh** on the bottom of the menu.

NOTE: If the user is not enrolled in any courses or organizations, the Find Folder option is not available in Courses or Organizations on the Content Collection menu.

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Permissions removed

If a user's permissions for a folder are removed, the folder will be removed from the Content Collection menu. For example, if LJones removes the permissions for JSmith from his user folder, the LJones folder will automatically disappear from the Content Collection menu for JSmith.

REMOVE FROM DISPLAY

Overview

Folders that are added through Find Folder may be removed from the display. Removing a folder from the display removes a folder from the Content Frame; the folder is not removed from the Content Collection. This option is only used to remove folders that have been added using the Find Folder option.

Remove folders

Follow these steps to remove folders:

1. Navigate to the top-level folder (such as Courses) where the folders to be removed are stored.
2. Check folder (or multiple folders) to be removed and click **Remove from Display**.

EDIT FOLDER PROPERTIES

Overview

After a folder has been created, its settings can be changed from the Properties page. For example, if a folder is initially created with a lock on it, the lock can be removed from this page. The Properties page is also the place to look for detailed information about the folder, such as who created the folder and when the folder was created and last modified.

Find this page

Follow these steps to open the Properties page.

1. Navigate to the folder that contains the folder to be modified.
2. Click **Modify** in the same row as the folder to be modified. The Modify: Folder Name page will appear.
3. Click **Properties**.

Fields

The Properties page contains the following fields.

FIELD	DESCRIPTION
Folder Information	
Folder Name	View or change the name of the folder.

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FIELD	DESCRIPTION
URL	The URL of the folder. This URL can only be accessed by users with an active user account and privileges to view the folder.
Owner	Displays the Username of the person responsible for the maintaining the folder and its contents.
Created By	Displays the Username of the person who created the folder.
Created On	Displays the date and time the folder was created.
Last Modified By	Displays the Username of the person who last made changes to the folder.
Last Modified	Displays the latest date and time that changes were made to the folder.
Quota Information	
Size	Displays the size of the folder in megabytes.
Quota in Megabytes	Enter a space quota for the folder in megabytes (MB). The space quota can not be larger than the quota for the folder in which the new folder will reside. For example, the quota for /courses/history/documents cannot be larger than the quota for /courses/history.
Available Quota	Display only field that shows the amount of available space for the folder in which the new folder will reside. For example, when creating the folder /courses/history/documents this field will show the space available for /courses/history. The quota for a folder cannot exceed the available space in the folder that will hold it.
Lock Options	
Lock	Select a lock for the folder from the following options: • No Lock • Lock This Folder • Lock this Folder and everything it contains A lock secures the folder itself (name and settings) from changes. Locking the folder and all its contents protects both the folder itself and the materials it contains. If a folder is locked, the user will be unable to modify items through the Web Folder, for example, copying an item directly into the Web Folder.

Locking subfolders

Folders may contain a number of items and subfolders. Unlocking a subfolder may change the lock type of the parent folder. If a user changes a subfolder lock to **No Lock** from **Lock this folder and everything it**, the parent folder will automatically also be set to **No Lock**, even if the option **Lock this folder and everything it** had been previously selected. Similarly, subfolders should not be locked if a parent folder is already locked. This action will break the lock on the parent folder, and set it to **No Lock**, leaving the subfolder locked and the parent folder unlocked

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MANAGE PERMISSIONS FOR A FOLDER

Overview

User access to a folder is controlled through the Manage Permissions page. Users can be added individually with separate permissions assigned to each user or users can be added in groups, such as all the users enrolled in a particular course or all the users with a certain institution role. These groupings are derived automatically from the *Blackboard Learning System*.

Find this page

Follow these steps to open the Manage Permissions page for a folder.

1. Navigate to the folder that contains the folder to be modified.
2. Click **Modify** in the same row as the folder to be modified. The Manage Folder page will appear.
3. Click **Permissions**.

Permissions types

Users or groups of users can have none, one, or many of the following permissions. If a group or user does not appear on the list they do not have permission to access the folder or its contents.

- **Read**: Ability to view content items within the folder unless explicitly prevented from doing so by the permissions of a particular item.
- **Write**: Ability to make changes to content items within the folder unless explicitly prevented from doing so by the permissions of a particular item.
- **Remove**: Ability to remove items from the folder unless explicitly prevented from doing so by the permissions of a particular item.
- **Manage**: Ability to control the properties and settings of items within the folder unless explicitly prevented from doing so by the permissions of a particular item.

Managing folder permissions

When permissions are granted on a folder, they apply to all subfolders and items within the folder. For example, if Read permission is granted for a user on a folder, the user will also have Read permission to all subfolders and items within the folder. Read permission may then be removed from specific subfolders and items. Thus, Instructors and students can work with items in the same folder and the Instructor can protect certain items from being modified by a student.

Functions

The Manage Permissions page for a folder includes the following functions.

TO . . .	CLICK . . .
Add a user	**Add User** in the Action Bar. The Add User page for the folder will appear. From this page a user can be added and permissions set for that user.

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To . . .	click . . .
Add a list of users	the drop-down list next to the **Go** button and select a type of user list. Click **Go** and the Add User List for that folder will appear. From this page a list of users can be added and permissions set.
Remove a user or a list of users	the check box next to the user or user list then click **Remove** in the Action Bar. All of the selected users and lists will have their permissions removed. Once permissions are removed, the users can no longer access the folder.
Modify the permissions for a group	**Modify** at the end of the row for the appropriate user or group. The Modify Permissions page will appear.

Add A User to a Folder

Overview

Adding users to a folder allows the user to access the folder according to the permissions set.

Find this page

Follow these steps to open the Add User page.

1. Navigate to the folder that contains the folder to be modified.
2. Click **Manage** in the same row as the folder to be modified. The Manage Folder page will appear.
3. Click **Permissions**. The Manage Permissions page will appear.
4. Click **Add User** from the Action Bar to add selected users.

Fields

The Add User page includes the following fields:

Field	Description
Choose Users [r]	Individual users can be added by entering each user's Username or using the search function to find each user to include. Multiple usernames, separated by commas, may be entered.
Set Permissions	Check each box for the permissions that will be applied to the user or users. For a full description of each permission, please see Manage Permissions for a Folder.
Advanced Folder Options	If **Overwrite** is selected, the current permissions for all folders and subfolders are removed. The permissions selected in the **Permissions** field are granted to these items and subfolders. If this option is not selected, the permissions selected in the **Permissions** field are granted to items and subfolders, but existing permissions are not removed.

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ADD A COURSE OR ORGANIZATION USER LIST TO A FOLDER

Overview

Adding users from a course to a folder allows the users to access the folder according to the permissions set.

Find this page

Follow these steps to open the Add Course User List page.

1. Navigate to the folder that contains the folder to be modified.
2. Click **Modify** in the same row as the folder to be modified. The Modify Folder page will appear.
3. Click **Permissions**. The Manage Permissions page will appear.
4. Select **Course User List** from the drop-down list and click **Go**.

Fields

The Add Course User List page includes the following fields:

FIELD	DESCRIPTION
Choose Courses	
Courses [r]	Check each box for the course user lists to include.
Additional Courses	Individual courses can be added by entering each course's Course ID or using the search function to find each user to include. Multiple courses, separated by commas, may be entered.
Choose Roles	
Roles [r]	Check each box for the user roles that will be granted permissions.
Set Permissions	
Permissions	Check each box for the permissions that will be applied to the user or users. For a full description of each permission, please see Manage Permissions for a Folder.
Advanced Folder Options	
If **Overwrite** is selected, the current permissions for all folders and subfolders are removed. The permissions selected in the **Permissions** field are granted to these items and subfolders. If this option is not selected, the permissions selected in the **Permissions** field are granted to items and subfolders, but existing permissions are not removed.	

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ADD AN INSTITUTION ROLE USER LIST TO A FOLDER

Overview

Adding Institution Roles to a folder allows users with specific roles to access the folder according to the permissions set.

Find this page

Follow these steps to open the Add Institution Role User List page.

1. Navigate to the folder that contains the folder to be modified.
2. Click **Modify** in the same row as the folder to be modified. The Modify Folder page will appear.
3. Click **Permissions**. The Manage Permissions page will appear.
4. Select **Institution Role User List** from the drop-down list and click **Go**.

Fields

The Add Institution Role User List page includes the following fields:

FIELD	DESCRIPTION
Choose Roles	
Institution Roles [r]	This folder is available to users with roles that appear in the **Selected Roles** box. Select which roles will have access the folder in the **Available Roles** box and use the arrows to move these roles to the **Selected Roles** box.
Set Permissions	
Permissions	Check each box for the permissions that will be applied to the user or users. For a full description of each permission, please see Manage Permissions for a Folder.
Folder Options	
If **Overwrite** is selected, the current permissions for all folders and subfolders are removed. The permissions selected in the **Permissions** field are granted to these items and subfolders. If this option is not selected, the permissions selected in the **Permissions** field are granted to items and subfolders, but existing permissions are not removed.	

ADD PUBLIC TO A FOLDER

Overview

Adding public permissions to a folder allows users with accounts on the system, as well as people in the general public, to access the folder according to the permissions set.

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Find this page

Follow these steps to open the Add Public page.

1. Navigate to the folder that contains the folder to be modified.
2. Click **Modify** in the same row as the folder to be modified. The Modify Folder page will appear.
3. Click **Permissions**. The Manage Permissions page will appear.
4. Select **Public** from the drop-down list and click **Go**.

Fields

The Add Public page includes the following fields:

FIELD	DESCRIPTION
Set Permissions	
Permissions	Check each box for the permissions that will be applied to the user or users. For a full description of each permission, please see Manage Permissions for a Folder.
Advanced Folder Options	
If **Overwrite** is selected, the current permissions for all folders and subfolders are removed. The permissions selected in the **Permissions** field are granted to these items and subfolders. If this option is not selected, the permissions selected in the **Permissions** field are granted to items and subfolders, but existing permissions are not removed.	

ADD ALL SYSTEM ACCOUNTS TO A FOLDER

Overview

Adding all system account permissions to a folder allows all users with accounts on the system to access the folder according to the permissions set.

Find this page

Follow these steps to open the Add All System Accounts page.

1. Navigate to the folder that contains the folder to be modified.
2. Click **Modify** in the same row as the folder to be modified. The Modify Folder page will appear.
3. Click **Permissions**. The Manage Permissions page will appear.
4. Select **All System Accounts** from the drop-down list and click **Go**.

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Fields

The Add All System Accounts page includes the following fields:

Field	Description
Set Permissions	
Permissions	Check each box for the permissions that will be applied to the user or users. For a full description of each permission, please see Manage Permissions for a Folder.
Advanced Folder Options	
If **Overwrite** is selected, the current permissions for all folders and subfolders are removed. The permissions selected in the **Permissions** field are granted to these items and subfolders. If this option is not selected, the permissions selected in the **Permissions** field are granted to items and subfolders, but existing permissions are not removed.	

Add Course and Organization Groups to a Folder

Overview

Adding Group permissions to a folder allows users in a course Group to access the folder according to the permissions granted. Groups are set up by Instructors within *Blackboard Learning System* courses and organizations. For example, if a user is a member of a Study Group in a course, this option allows him or her to grant all members of the Study Group permission to Content Collection folders and files.

Find this page

Follow these steps to open the Add Groups page.

1. Navigate to the folder that contains the folder to be modified.
2. Click **Modify** in the same row as the folder to be modified. The Modify Folder page will appear.
3. Click **Permissions**. The Manage Permissions page will appear.
4. Select **Course Groups User List** or **Organization Group User List** from the drop-down list and click **Go**.

Fields

The Add Groups page includes the following fields:

Field	Description
Course Groups	
A list of all Groups for courses the user is enrolled in appears. Select the check box for each group that is granted permissions to view this folder.	
Set Permissions	

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FIELD	DESCRIPTION
Permissions	Select the check box for the permissions that will be applied to the user or users. For a full description of each permission, please see Manage Permissions for a Folder.

Advanced Folder Options

If **Overwrite** is selected, the current permissions for all folders and subfolders are removed. The permissions selected in the **Permissions** field are granted to these items and subfolders.

If this option is not selected, the permissions selected in the **Permissions** field are granted to items and subfolders, but existing permissions are not removed.

Additional Notes

Changes in courses and Groups may affect the use of this option.

- If a Group is deleted from a course, the Group will no longer appear on this page and the permissions will be removed.
- If a course is made unavailable, the Groups related to this course will still appear on this page and permissions will remain.
- If a course is disabled, the Groups will not longer appear on this page and permissions will be removed.

MODIFY FOLDER PERMISSIONS

Overview

Modifying folder permissions changes the permissions for a user or group of users. For detailed information on permissions please see Manage Permissions for a Folder.

Find this page

Follow these steps to open the Modify Permissions page.

1. Navigate to the folder that contains the folder to be modified.
2. Click **Modify** in the same row as the folder to be modified. The Modify Folder page will appear.
3. Click **Permissions**. The Manage Permissions page will appear.
4. Click **Modify** next to the User or User list to modify.

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Fields

The following fields appear on the Modify Permissions page.

FIELD	DESCRIPTION
Modify Permissions	
Displays the user or group that will be modified.	
Set Permissions	
Permissions	Check each box for the permissions that will be applied to the user or users. For a full description of what each permission means, please see Manage Permissions for a Folder.
Advanced Folder Options	
If **Overwrite** is selected, the current permissions for all folders and subfolders are removed. The permissions selected in the **Permissions** field are granted to these items and subfolders. If this option is not selected, the permissions selected in the **Permissions** field are granted to items and subfolders, but existing permissions are not removed.	

Permissions Warning

Modifying permissions may impact users who access a folder through a course or Portfolio. For example, if a folder is linked to in a Portfolio and Read permission is removed for the Portfolio User List, a broken link will appear when users attempt to access the folder through the Portfolio.

When a user modifies the permissions on a folder that is shared with a Portfolio or course, a warning will appear indicating that this action will break existing links to the folder. The user can cancel the action or choose to continue.

COMMENTS

Overview

Comments allow users to store opinions or instructions regarding the contents of the folder.

Find this page

Follow these steps to open the Comments page.

1. Navigate to the folder that contains the folder to be modified.
2. Click **Modify** in the same row as the folder to be modified. The Manage Folder page will appear.
3. Click **Comments**. The Comments page will appear.

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Functions

The Comments page includes the following functions.

To . . .	click . . .
set whether comments are private or shared	**Set Private/Shared Comments.** The Set Private/Shared Comments page will appear.
add and manage comments	**Manage Comments.** The Comments page will appear.

Set Private / Shared Comments for a Folder

Overview

Comments are useful for storing opinions or instructions from users regarding the contents of a folder. The Set Private/Shared Comments page for a folder sets whether or not users can add comments to a folder.

Find this page

Follow these steps to open the Set Private/Shared Comments page for a folder.

1. Navigate to the folder that contains the folder to be modified.
2. Click **Modify** in the same row as the folder to be modified. The Manage Folder page will appear.
3. Click **Comments**. The Comments page will appear.
4. Select **Set Private/Shared Comments**.

Field

Select **Private** to prevent other users from posting comments about the folder. Select **Shared** and those users with at least read permission can post comments.

NOTE: If permissions are granted to another user for this folder, the user must have write permissions to modify the option on the Set Private/Shared Comments page.

Add Comments to a Folder

Overview

Comments store text from users. Comments are useful for storing opinions or instructions regarding the contents of a folder. The setting for controlling whether or not users can add comments to a folder appears on the Set Private/Shared Comments page.

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Find this page

Follow these steps to open the Comments page for a folder.

1. Navigate to the folder that contains the folder to be modified.
2. Click **Modify** in the same row as the folder to be modified. The Manage Folder page will appear.
3. Click **Comments**. The Comments page will appear.
4. Select **Manage Comments**.

Functions

The following functions are available on the Comments page.

TO . . .	CLICK . . .
post a comment	**Add New Comment** from the Action Bar. A text box will appear. Enter a comment and click **Submit**.
remove a comment	the check box in the same row as the comments to be deleted and select **Remove**.
sort comments	the carat above a column to sort comments by that column.

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CHAPTER 7—MANAGE ITEMS

Overview

This chapter details how to apply settings to an item and share the item with other users.

In this chapter

This chapter includes the following topics.

TOPIC	DESCRIPTION
Edit Item Properties	Describes the control settings available for an item.
Overwrite File	Explains how to overwrite the item with another file.
Metadata	Provides links to add different types of metadata to an item.
General Metadata	Explains how to link defining attributes, such as name and description, to an item.
IMS Metadata	Explains how to enter attributes that correspond to the IMS Metadata standards.
Dublin Core Metadata	Explains how to enter attributes that correspond to the Dublin Core Metadata standards.
Custom Metadata	Explains how to create attributes that are specific to the institution.
Versions	Explains versions and how to control changes to an item.
Enable/Disable Versions	Explains how to turn versioning on and off.
Manage Versions	Provides instructions for creating and managing versions.
Manage Permissions for an Item	Details the administration of permissions for an item.
Add a List of Users to an Item	Provides instructions for granting users access to an item.
Modify Item Permissions	Provides instructions for changing the permissions assigned to a user or a group of users.
Manage Passes	Describes passes and how to control them.
Add a Pass	Provides instructions for creating a pass.
Email a Pass	Provides instructions for sharing a pass with a user outside the Content Collection.

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TOPIC	DESCRIPTION
Manage Tracking	Explains the tracking feature and how to use it to view other users' interactions with the item.
Enable/Disable Tracking	Explains how to turn tracking on and off.
Tracking	Explains how to manage the tracking log.
Manage Comments	Provides links to managing comments.
Set Private/Shared Comments	Explains how to make comments available to users.
Comments	Describes how to add and manage comments for an item.
Add Catalog Entry	Explains how to submit an entry to the Learning Objects Catalog.

EDIT ITEM PROPERTIES

Overview

After an item has been created, its settings can be changed from the Edit Item Properties page. For example, if an item is initially created with a lock on it, the lock can be removed from this page. The Edit Properties page is also the place to look for detailed information about the item, such as who created the item and when the item was created and last modified.

Find this page

Follow these steps to open the Properties page.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Modify Item page will appear.
3. Click **Properties**.

Fields

The Properties page includes the following fields.

FIELD	DESCRIPTION
File Information	
File Name [r]	View or change the name of the file. Changing the name of a file will break any links to the file, including passes.
URL	The URL of the item. This URL can only be accessed by users with an active user account and privileges to view the item.
File Type	Displays the type of file. This field may be modified.
File Size	Displays the size of the file.

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FIELD	DESCRIPTION
Owner	Displays the Username of the person responsible for the maintaining the item.
Created By	Displays the Username of the person who created the item.
Created On	Displays the date and time the item was created.
Last Modified By	Displays the Username of the person who last made changes to the item.
Last Modified	Displays the latest date and time that changes were made to the item.
Options	
Locked	Select **Yes** to lock the item or **No** to keep the item unlocked.

OVERWRITE FILE

Overview

After an item has been created, the user may decide to overwrite it with another file. This may be done on the Overwrite File page. Overwriting a file does not change the name of the file. Users must have read, write and remove permissions to a file in order to overwrite it.

NOTE: Users should not overwrite a file with a different file type, for example, a .doc file should not be overwritten with a .jpg file.

Find this page

Follow these steps to open the Overwrite File page.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Modify Item page will appear.
3. Click **Overwrite File**.

Field description

Enter the path to the file that will be uploaded to the Content Collection or click **Browse** to locate and select the file. The file name will display in the Content Collection.

NOTE: If a file that has a Bookmark is overwritten, the file must be refreshed before the new file appears when the Bookmark is selected .

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Using Versioning and Overwrite File

If Versioning is enabled on a file, and **Overwrite File** is selected (or the **Overwrite** checkbox on the Add Item page is selected), a new version is created and the old version is stored in Version history..

If Versioning is disabled, Overwrite File will overwrite the file and no history of past versions will be stored.

METADATA

Overview

Metadata is descriptive information about an item. Different types of metadata may be entered for an individual item. The Metadata page offers users a menu of the available types of metadata.

Find this page

Follow these steps to open the Metadata page.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Modify Item page will appear.
3. Click **Metadata**.

Functions

The Metadata page includes the following functions.

TO . . .	CLICK . . .
add general metadata	**General Metadata.** The General Metadata page will appear. From this page metadata, such as keywords, may be added
add IMS metadata	**IMS Metadata.** The Manage IMS metadata page will appear. From this page IMS metadata based on IMS Learning Objects Metadata, version 1.2.1 may be added
add Dublin Core Metadata	**Dublin Core Metadata.** The Manage Dublin Core metadata will appear. From this page IMS metadata based on Dublin Core Metadata Element Set, version 1.1 may be added.
add Custom Metadata	**Custom Metadata.** The Custom Metadata page will appear.

MANAGE GENERAL METADATA

Overview

Metadata is descriptive information about an item. Metadata can be used in searches within the Content Collection or to ensure that an item is interoperable with other systems. The Manage General Metadata page allows users to enter general information about the item.

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Find this page

Follow these steps to open the Manage General Metadata page for an item.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Modify Item page will appear.
3. Click **Metadata**. The Metadata menu page will appear.
4. Select **General Metadata**.

Fields

The Manage General Metadata page includes the following fields. All fields on this page are optional.

FIELD	DESCRIPTION
General Descriptive Information (Optional)	
Name	Enter a name for the item. This name will not change the file name of the item.
Description	Enter a description for the item.
Keywords	List keywords associated with the item separated by commas.
Learning Objectives	List Learning Objectives associated with the item separated by commas.

MANAGE IMS METADATA

Overview

The Manage IMS Metadata page allows users to enter attributes that correspond to the IMS Metadata standard. Additional information about the standard can be found at http://www.imsglobal.org.

Find this page

Follow these steps to open the Manage IMS Metadata page for an item.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Modify Item page will appear.
3. Click **Metadata**. The Metadata menu page will appear.
4. Select **IMS Metadata**.

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Fields

The Manage IMS Metadata page includes the following fields. All fields on this page are optional.

FIELD	DESCRIPTION
IMS Metadata (Optional)	
Identifier	A unique label for the item.
Catalog Type	A library catalog type in which this item is catalogued.
Catalog Entry	The catalog number for this specific item.
Language	The language the language of the item.
Resource Type	The type of resource, such as Exercise, Simulation, Questionnaire, Diagram, Figure, Graph, Index, Slide, Table, Narrative Text, Exam, Experiment, Problem Statement, Self Assessment
Educational Context	The typical learning environment where use of the learning object is intended to take place. For example, Primary Education, Secondary Education, Higher Education, University First Cycle, University Second Cycle, University Postgrade, Technical School First Cycle, Technical School Second Cycle, Professional Formation, Continuous Formation, Vocational Training
Age Range	The age range for the intended users.
Difficulty	Indicate the level of difficulty of this item.
Free Resource	Select **Yes** if this item is free, select **No** if it is not.
Restricted Use	Select **Yes** if use of this item is restricted, select **No** if it is not.

MANAGE DUBLIN CORE METADATA

Overview

The Manage Undefined Metadata: Dublin Core Metadata page allows users to enter attributes that correspond to the Dublin Core Metadata standard. Additional information about the standard can be found at http://www.dublincore.org.

Find this page

Follow these steps to open the Manage Dublin Core Metadata page for an item.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Modify Item page will appear.
3. Click **Metadata**. The Metadata menu page will appear.
4. Select **Dublin Core Metadata**.

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Fields

The Manage Dublin Core Metadata page includes the following fields. All fields on this page are optional.

FIELD	DESCRIPTION
Dublin Core Metadata (Optional)	
Title	Enter a name for the item. This name will not change the file name of the item.
Creator	Enter the person or organization that made the item.
Subject	Enter the subject of the item.
Description	Enter a description of the item.
Publisher	Enter the name of the person or organization that published the item.
Contributor	Enter the names of people who contributed to the item's content.
Date	Enter the date the item was created.
Type	Enter the category or genre for this item.
Format	Enter the media type or size and duration of the item. This may be used to identify the software or hardware needed to use the resource.
Identifier	Enter a unique reference for this item, for example a number it is associated with in an identification system.
Source	Enter the name of the resource from which this item comes.
Language	Enter the language of the item.
Relation	Enter a reference to a source that is related to this item.
Coverage	Enter the location and date range of this item.
Rights	Enter Intellectual Property Rights and Copyright information.

MANAGE CUSTOM METADATA

Overview

The Manage Custom Metadata page allows users to enter custom attributes for an item.

Find this page

Follow these steps to open the Custom Metadata page for an item.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Modify Item page will appear.
3. Click **Metadata**. The Metadata menu page will appear.

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4. Select **Custom Metadata**.

Fields

System Administrators may define specific metadata fields for an institution. These fields will appear on this page.

VERSIONS

Overview

The Versions feature creates a new file every time a file is saved with a change so that the file is saved in its original condition as well as its changed condition. Versioning is a powerful tool for collaboration because it allows several users to work on the same file without accidentally destroying the work of others.

Find this page

Follow these steps to open the Manage Versions page.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Modify Item page will appear.
3. Click **Versions**.

Functions

The Manage Versions page includes the following functions.

TO . . .	CLICK . . .
enable or disable versioning	**Enable/Disable Versions.** The Enable/Disable Versions page will appear.
view and manage versions	**Manage Versions.** The Manage Versions page will appear.

ENABLE/DISABLE VERSIONS

Overview

The Enable/Disable Version page allows the user to set whether or not the Version feature is available for this item. If Versioning is enabled, multiple users may work on the same file and save changes, as well as the original. If Versioning is disabled, other users will not be able to make changes to the file.

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Find this page

Follow these steps to open the Enable/Disable Versions page.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Modify Item page will appear.
3. Click **Versions**. The Manage Versions page will appear.
4. Select **Enable/Disable Versions**.

Field Description

Select **Enable** to turn versions on, select **Disable** to turn versioning off.

MANAGE VERSIONS

Overview

The Version feature allows users to create different versions of the same file, for example, if multiple people work on the same file and save different copies.

NOTE: Versioning must be turned on through the Enable/Disable Versions page.

When a file is opened on the Manage Versions page, the file is automatically locked and the user may make changes and save a new copy of the file. The Manage Versions page lists each saved version of the file in a table where each version appears as a row. The table shows the following information about each version, from right to left:

- A checkbox for selecting the version.
- The version number. This appears as a link.
- The date and time the version was created.
- The person who created the version.
- The size of the file.
- An indicator whether the file is locked or unlocked.

NOTE: Once a file is opened in the Web Folder, it is automatically locked to other users. Users must use this option to make changes to the file and save them. For more information on mounting Content Collection folders to your operating system for editing please see the topic Web Folders.

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Find this page

Follow these steps to open the Manage Versions page.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Modify Item page will appear.
3. Click **Versions**. The Manage Versions page will appear.
4. Select **Manage Versions**.

Or, simply click the number that appears in the Versions column next to the item in its home folder. This number appears as a link.

Functions

The following functions are available from the Manage Versions page.

TO . . .	CLICK . . .
open a file	**Web Folder**. The location in WebDAV where the file exists will automatically open. Open the file, make edits and save it to create another version. When a file is opened through the Web Folder it automatically locked to other users.
refresh the page	**Refresh.** The page will be refreshed and any modified information will appear.
view a copy of the file	the Version Number link of the copy to view. The item will open in the Web browser; users are unable to make changes or save new versions from this view.
lock a file	**Lock**. When a file is locked a new version is created and the options **Unlock** and **Rollback** will appear.
unlock a file	**Unlock**. The file will be unlocked and the **Lock** option will appear.
return a file without saving changes	**Rollback**. This link will only appear if you have the file locked. This will remove the copy you were editing without saving changes. The file will be open to other users to checkout.
delete versions	the checkbox next to each version to delete. Click **Remove** from the Action Bar. These versions of the files will be erased.

Using Web Folders in Versioning with Workflows

If a user is the recipient of a Workflow, the use of Web Folders in Versioning is dependent on what the user has permissions to. If the Workflow is on a folder, the user has been granted permissions to the folder and Web Folders may be used. If the Workflow is on a file, the user has not been granted permissions to the folder it resides in and Web Folders will not work.

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MANAGE PERMISSIONS FOR AN ITEM

Overview

User access to an item is controlled through the Manage Permissions page. Users can be added individually with separate permissions assigned to each user or users can be added in groups, such as all the users enrolled in a particular course or all the users with a certain institution role. These groupings are derived from the automatically from the *Blackboard Learning System*.

Find this page

Follow these steps to open the Manage Permissions page for an item.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Modify Item page will appear.
3. Click **Permissions**.

Permissions

Users or groups of users can have none, one, or many of the following permissions. If a group or user does not appear on the list the do not have permission to access the item. Remember that permissions applied to the folder that contains the item can also apply to the item. Please see Manage Permissions for a Folder for more information on the relationship between folder and item permissions.

- **Read:** Ability to view the content item.
- **Write:** Ability to make changes to the item.
- **Remove:** Ability to remove the item.
- **Manage:** Ability to control the properties and settings of the item.

Functions

The Manage Permissions page for an item includes the following functions.

TO . . .	CLICK . . .
add a user	**Add User** in the Action Bar. The Add User page for the item will appear. From this page a user or users can be added to the list and permissions set for that user or users.
add a user list	The drop-down list next to the **Go** button and select a type of user group. Click **Go** and the appropriate Add User List page will appear. From this page a user list can be added and permissions set.
remove a user or a user list	The check box next to the user or user list and then click **Remove** in the Action Bar. All of the selected users and lists will have their permissions removed. Once permissions are removed, the users may no longer access the item.

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TO . . .	CLICK . . .
modify the permissions for a group	**Modify** at the end of the row for the appropriate user or group. The Modify Permissions page will appear.

ADD A USER OR USER LIST TO AN ITEM

Overview

Adding users or a list of users to an item allows the user or users to access the item according to the permissions set.

NOTE: See the Manage Folders Chapter for detailed information about adding permissions for different groups of users to an item, such as a Institution Role User List and All System Accounts.

Find this page

Follow these steps to open the Add User page or the Add User List page.

Navigate to the folder that contains the item.

1. Click **Modify** in the same row as the item. The Modify Item page will appear.
2. Click **Permissions**. The Manage Permissions page will appear.
3. Click **Add User** from the Action Bar to add selected users.

   OR

   Select a type of user list from the drop-down list in the Action Bar and click Go to add a group of users.

Fields

The Add User page and the Add User List page include the following fields:

FIELD	DESCRIPTION
Choose Users [r]	There are different tools for selecting users depending on the group selected. With a course group, both the courses and the specific roles in the course can be defined to create separate permissions. For example, when assigning permissions to the /courses/history/documents/important_file item, all the students in every history course can be chosen and thus would share the same permissions. When adding a user or users, individual users can be added by entering each user's Username or by using the search function.
Set Permissions	

FIELD	DESCRIPTION
Permissions	Check each box for the permissions that will be applied to the user or users. For a full description of each permission, please see Manage Permissions for an Item.

Permissions in copied courses

Instructors may add links to Content Collection items to their course Content Areas. When a course is copied, all content, including these links is copied into the destination course. Users who are enrolled in the original course and the destination course will be able to view Content Collection items that are linked to in the destination course.

The Administrator may enable an option to automatically update permissions to Content Collection items after a course copy. If this option is enabled, users in the new course will also have permission to view the Content Collection items linked to in the course. If this option is not enabled, users who were not enrolled in the original course will not be able to view these items in the destination course. The Instructor must manually change the permissions of the items to include this new course list. To do this, the Instructor must locate the items in the Content Collection and grant permission to the Course User List.

NOTE: The same principal is true for courses that are archived and restored. When a course is restored, the Instructor must grant permissions for the users enrolled in the restored course.

MODIFY ITEM PERMISSIONS

Overview

Modifying item permissions changes the permissions for a user or group of users. For detailed information on permissions please see Manage Permissions for an Item.

Find this page

Follow these steps to open the Modify Permissions page.

1. Navigate to the folder that contains the item.
2. Click **Modify** in the same row as the item. The Modify Item page will appear.
3. Click **Permissions**. The Manage Permissions page will appear.
4. Click **Modify** next to the User or User List to be modified.

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Fields

The following fields appear on the Modify Permissions page.

FIELD	DESCRIPTION
Modify Permissions	
Displays the user or group that will be modified.	
Set Permissions	
Permissions	Check each box for the permissions that will be applied to the user or users. For a full description of each permission, please see Manage Permissions for an Item.

Permissions Warning

Modifying permissions may impact users who access an item through a course or Portfolio. For example, if an item is linked to in a Portfolio and Read permission is removed for the Portfolio User List, a broken link will appear when users attempt to access the item through the Portfolio.

When a user modifies the permissions on an item that is shared with a Portfolio or course, a warning will appear indicating that this action will break existing links to the item. The user can cancel the action or choose to continue.

MANAGE PASSES

Overview

Passes are a means of sharing an item with a user who does not have access to the Content Collection. A person who receives a pass must have:

- An email account
- Access to the Internet
- An application capable of opening the item, for example, Microsoft Word to open a Microsoft Word document.

Passes limit the outside user to interacting only with one file. Passes are a safe way to collaborate on projects with others outside the school on projects because access is specific and controlled.

- Passes are listed in a table on the Manage Passes page. Each row, representing one pass, contains, from left to right:
- A checkbox for selecting the pass
- The date and time the pass expires
- The Read permissions and Write permissions assigned to the pass. A checkmark means that the privilege is assigned to the pass.
- The URL that will allow those outside the Content Collection to access the pass.

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Find this page

Follow these steps to open the Passes page.

1. Navigate to the folder that contains the item.
2. Click **Modify** in the same row as the item. The Modify Item page will appear.
3. Click **Passes**. The Passes page will appear.

Functions

The following functions are available from the Manage Passes page.

TO . . .	CLICK . . .
create a new pass	**Add Pass** in the Action Bar. The Add Pass page will appear.
share a pass with an outside user	the checkbox for a pass in the table then click **Email** in the Action Bar. The Email Pass page will appear.
remove a pass	the checkbox for a pass or passes in the table then click **Remove** to delete the passes.

ADD PASS

Overview

Passes are created from the Add Pass page. A pass creates a URL that can be used to access the content item by outside users. Passes can be restricted by setting an expiration time or date. It is also possible to manage pass privileges so that external users (users who do not have access to the Blackboard system) can collaborate on work or simply view an item without changing it.

If comments for the item are shared, the user with the pass may read comments and add new comments. If a user outside the system adds a new comment, the name associated with the comment is 'Anonymous'.

NOTE: The lifetime for passes are calculated not by the calendar but by increments of 31 days for a month and 365 days for a year. For example, a one month pass will always expire 31 days later and a one year pass will always expire 365 days later.

Find this page

Follow these steps to open the Add Pass page.

1. Navigate to the folder that contains the item.
2. Click **Modify** in the same row as the item. The Modify Item page will appear.
3. Click **Passes**. The Manage Passes page will appear.
4. Click **Add Pass** in the Action Bar. The Add Pass page will appear.

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Fields

The Add Pass page includes the following fields.

FIELD	DESCRIPTION
Expiration	
No Expiration	Select this option to set an unlimited time for the pass.
Expires in	Select a span of time for the pass. Access to the file will expire according to the selection. The countdown of the time until expiration begins when the pass is created.
Select Permissions	
Permissions	Select the permissions associated with the pass. Choose Read to only allow pass users to view the content. Choose Read/Write to allow pass users to change the file, metadata, or properties. Users with Read or Read/Write permissions may access shared comments.

NOTE: A pass set to have no expiration is technically set to expire on January 1, 2038. Users are unable to specify a lifetime that extends past this date.

EMAIL PASSES

Overview

Once a pass has been created it may be shared with outside users through the Email Pass page. The Email Pass page sends an Email message to selected outside users with the URL pass for accessing the Content Collection item.

If the user is granted Read and Write permissions to the item, the URL pass is linked to a file information page. The user may access the file from this page, or they may access additional information such as shared comments and versions.

If the user is granted Read only permissions to the item, there are two options for linking the URL pass. The URL pass may be linked directly to the file or be linked to the file information page. The file information page provides access to the item and to any shared comments.

Find this page

Follow these steps to open the Email Passes page.

1. Navigate to the folder that contains the item.
2. Click **Modify** in the same row as the item. The Modify Item page will appear.
3. Click **Passes**. The Manage Passes page will appear.
4. Select a pass by clicking the checkbox next to it.
5. Click **Email Passes** in the Action Bar.

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Fields

The Email Passes page includes the following fields.

Field	Description
Message Details	
To [r] **Cc** **Bcc**	Enter the email addresses of all the people who will receive the pass. Separate email addresses that appear in the same field with commas. The Cc: field is useful for alerting someone who is not the main recipient. The Bcc: field prevents other recipients from seeing the email addresses in this field.
From	Displays the name of the person sending the pass.
Subject [r]	The default subject is “Your Name has sent You a Pass.” This may be edited.
Message	A default message appears in this field. Edit the message as you like but be careful not to delete or change the URL. If you edit or delete the URL, users will not be able to access the pass.
URL Link options	
URL Link options	This option only appears if one or more Read only passes were selected to email. Select this option to link the URL pass to the file information page. The file information page includes information about the item and access to shared comments. If this option is not selected, the URL provides a direct link to the file.

Manage Tracking

Overview

The Tracking feature enables the system to record every instance that a user interacts with the item.

Find this page

Follow these steps to open the Tracking page.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Modify Item page will appear.
3. Click **Tracking**.

Functions

The Tracking page includes the following functions.

To . . .	Click . . .
enable or disable tracking	**Enable/Disable Tracking.** The Enable/Disable Tracking page will appear.

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To . . .	Click . . .
view and manage the tracking log	**View Tracking.** The Tracking page will appear.

Enable/Disable Tracking

Overview

The Tracking feature records every instance that a user interacts with the item. Tracking must be turned on through the Enable/Disable Tracking page.

Find this page

Follow these steps to open the Enable/Disable Tracking page.

1. Navigate to the folder that contains the item.
2. Click **Modify** in the same row as the item. The Modify Item page will appear.
3. Click **Tracking**. The Tracking page will appear.
4. Select **Enable/Disable Tracking**.

Field description

Select **Enable** to turn Tracking on and record information for this item. Select **Disable** to turn Tracking off. If **Disable** is selected, user interactions will not be recorded.

Note: Users must have Write and Manage permissions to the item to enable Tracking.

Tracking

Overview

The Tracking feature records every instance that a user interacts with the item. Tracking is useful for things like verifying that someone has read a required assignment or seeing who last made changes to a file.

Note: Tracking must be turned on through the Enable/Disable Tracking page.

The Tracking page includes a table that lists each file access as a row. Each row includes the following information, from left to right:

- The name of the user that accessed the file.
- The interaction with the accessed file.

- The version of the file accessed.
- The date the file was accessed.
- The IP address of the computer that the used to access the file.

Find this page

Follow these steps to open the Tracking page.

1. Navigate to the folder that contains the item.
2. Click **Manage** in the same row as the item. The Modify Item page will appear.
3. Click **Tracking**. The Tracking page will appear.
4. Select **View Tracking**.

Functions

The following functions may be performed on the Tracking page.

TO . . .	CLICK . . .
add the latest access information	**Refresh**. Any recent actions that do not yet appear on the page will appear.
remove access information	**Remove Log** in the Action Bar. All of the actions listed on the Tracking page will be removed. New actions will still be tracked.

Tracking multiple operations

If a single user completes the same operation on a file multiple times, the Tracking log will only record the first operation. For example, if a user opens and reads the same document multiple times, only the first operation will be recorded. If the user clears the cache and reads the file again, a second operation will appear in the Tracking log.

WebDAV clients

Some WebDAV clients, for example Goliath, may perform multiple operations when used with the Content Collection. For example, when a file is read, a Read operation may appear twice in the Tracking log, even though the user has only read the file once.

MANAGE COMMENTS

Overview

Comments allow users to store opinions or instructions regarding the contents of an item.

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Find this page

Follow these steps to open the Comments page.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Modify Item page will appear.
3. Click **Comments**.

Functions

The Comments page includes the following functions.

TO . . .	CLICK . . .
set whether comments are private or shared	**Set Private/Shared Comments.** The Set Private/Shared Comments page will appear.
add and manage comments	**Manage Comments.** The Comments page will appear.

SET PRIVATE/SHARED COMMENTS

Overview

Administrators set user access to comments on the Set Private/Shared Comments page.

Find this page

Follow these steps to open the Comments page.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Modify Item page will appear.
3. Click **Comments**.

Field

Select **Private** to prevent other users from posting comments about the item. Select **Shared** and those users with at least read permission can post comments.

NOTE: If permissions are granted to another user for this item, the user must have Write permissions to modify the option on the Set Private/Shared Comments page.

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COMMENTS

Overview

Comments store text from users. Comments are useful for storing opinions or instructions regarding the contents of an item. The setting for controlling whether or not users can add comments to an item appears on the Set Private/Shared Comments page.

Find this page

Follow these steps to open the Comments page for an item.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Manage Item page will appear.
3. Click **Comments**. The Comments page will appear.
4. Select **Manage Comments**.

Functions

The following functions are available on the Comments page.

TO . . .	CLICK . . .
post a comment	**Add Comment** from the Action Bar. A text box will appear. Enter a comment and click **Submit**.
remove a comment	the checkbox next to the comments to remove then select **Remove**.
sort comments	the carat above a column to sort comments by that column.

ADD CATALOG ENTRY

Overview

Users may submit items to the Learning Objects Catalog from the Add Catalog Entry page. After an entry is submitted it will appear on the Manage Catalog page. A Catalog Manager must approve the entry before it appears in the Learning Objects Catalog.

See Chapter 9 – Learning Objects Catalog for more information.

Find this page

Follow these steps to open the Add Catalog Entry page for an item.

1. Navigate to the folder that contains the item to be modified.
2. Click **Modify** in the same row as the item to be modified. The Manage Item page will appear.
3. Click **Comments**. The Comments page will appear.

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4. Select **Manage Catalog Entries**. The Manage Catalog Entries page will appear.
5. Select **Add Entry**.

NOTE: The Add Entry option is only available if categories have been added to the Learning Objects Catalog.

Fields

The Add Catalog Entry page includes the following fields:

NOTE: The information in the Description section is pulled from the General Metadata. Information modified on this page, will only be used for this Catalog Entry. The General Metadata for the item will remain unchanged. This allows the user to enter different information for separate Catalog Entries. If a Content Collection item is added to the catalog multiple times, each entry may have different information.

FIELD	DESCRIPTION
Category	
Category Name	Use the drop-down list to select the appropriate category for this entry.
Description	
Display Name	Enter a title for this catalog entry.
Authors	The name of the user who created this item appears.
Description	Enter a description for the entry or leave the default.
Keywords	Enter keywords for the entry or leave the default.
Learning Objectives	Enter Learning Objectives for the entry or leave the default.
Catalog Availability	
Submit to Catalog	If an item is submitted to the Internal Catalog, all users with a System Account will be granted Read permission to the item and the catalog entry will appear to all users on the system. If this option is not selected, only users who are granted Read permission to the item will view this entry in the catalog.

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CHAPTER 8—PORTFOLIOS

Overview

This chapter covers the functions of the Portfolio feature.

In this chapter

This chapter includes the following topics.

TOPIC	DESCRIPTION
Portfolio Overview	Provides an overview for accessing Portfolios in the Content Collection.
Portfolio Content	Describes the different types of content that may be added to a Portfolio.
Plan the Portfolio	Explains how to plan a Portfolio.
My Portfolios	Presents an overview of the My Portfolio page used to manage all of a user's Portfolios.
Portfolio Wizard	Covers the Portfolio Wizard. The Portfolio Wizard is a tool for quickly and easily creating a Portfolio.
Create a Portfolio	Describes the Add Portfolio page.
Copy Portfolio	Explains how to make a copy of an existing Portfolio.
Portfolio Contents	Details the Portfolio Contents page and the features available for managing a Portfolio.
Add Content to a Portfolio	Provides instructions for adding an item to a Portfolio.
Add Link to a Portfolio	Provides instructions for adding a URL link to a Portfolio.
Add Item to a Portfolio	Provides instructions for adding a custom Web page to a Portfolio.
Manage Portfolio	Describes how to manage the comments, permissions and downloads for a Portfolio.
Share Portfolio	Presents an overview of the Share Portfolio page and the features for making a Portfolio accessible to others.
Share Portfolio with Users	Provides instructions for granting access to a Portfolio to other system users.
Share Portfolio with a Course or Organization	Provides instructions for granting access to a Portfolio to users in a course or organization.

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TOPIC	DESCRIPTION
Share with Institution Role User List	Provides instructions for granting access to the Portfolio to users with select roles in the Institution.
Share with All System Accounts	Provides instructions for granting access to the Portfolio all users with system accounts.
Share Portfolio with External Users	Provides instructions for granting access to a Portfolio to people who are not users on the system.
Portfolio Comments	Describes the Portfolio comments feature.
Portfolio Link Checker	Explains how to check links to Content Collection items included in the Portfolio.
Download Portfolio	Describes how to download a Portfolio.

PORTFOLIOS OVERVIEW

Overview

Portfolios are collections of content organized into customized Web pages. They provide a means of presenting a collection of work, and sharing that collection with others. Portfolios are used for many purposes in learning and assessment such as displaying achievements and progress, showcasing experiences and collections of work, or collecting self-reflection. Electronic Portfolios (e-Portfolios) make it easy to share the presentation, and to receive feedback from friends, coworkers, educators, and peers. The Content Collection provides a seamless way of linking Portfolios to content stored in the system.

The Content Collection Portfolio tool allows users to include existing Content Collection content (items and/or folders), external links, free-form items, and template based items. These Portfolios can be private, shared within the system, and shared to external users.

Additional information about Portfolios may be found at

- ePortConsortium (http://www.eportconsortium.org)
- American Association of Higher Education (http://webcenter1.aahe.org/electronicPortfolios)

Portfolio Management

Using the links in the My Portfolios area of the left side navigation panel, users can create, manage, and share Portfolios.

- **Portfolio Creation** – When this option is selected the Portfolio Wizard will automatically launch. Users may create and save a Portfolio.
- **My Portfolios** – This area enables users to view, add, and manage Portfolios.
- **Received Portfolios** – All Portfolios that have been shared with the user will appear in this area.

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PORTFOLIO CONTENT

Types of Portfolio Content

Portfolios may include three types of documents: content stored in the Content Collection, links to external URLs, and items based on Portfolio templates.

TYPE	DESCRIPTION
Content Items	Link to content stored in the Content Collection.
Links	Links to external URLs.
Items	A page based on a template. May contain links to stored content.
Content Items	Link to content stored in the Content Collection.

Content files and folders

Any item (file or folder) that a user has Manage permission on in the Content Collection may be added to a Portfolio, making it easy to showcase accomplishments.

When a Content Collection item is included in a Portfolio, a Portfolio User List is added to the Manage Permissions page for that item and granted Read permission. Users who the Portfolio is shared with will be added to the Portfolio User List.

If an item that is linked to in a Portfolio, is modified in the Content Collection, changes are visible in the Portfolio, and there is no need to recreate the link.

Links

Links to external URLs may also be added to Portfolios, such as http://www.myschool.edu. It is important to verify that the URL remains active when sharing a Portfolio.

It is good practice to not link to Web sites that have advertisements or other pop-ups associated with the pages. Doing so will disrupt the flow of the Portfolio.

Items

Items may be created for a Portfolio from a blank page, or from a template if the System Administrator has provided them. The Content Collection comes with 33 templates for pages such as Resumes, References, Certifications, Lesson Plans, and more. Additionally, institutions may create templates and add them to the list.

Once a template is added to a Portfolio, the template may be modified, and links to Content Collection content items can be added to the page. For example, if the Lesson Plan template is added, each topic discussed in the lesson plan may link to documents stored in the Content Collection. Items are a great way to group content links and give context to work.

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PLAN THE PORTFOLIO

Plan Portfolio Content

Before creating a Portfolio, it is a good idea to plan what content will be included, how it will be stored, and how it will be presented. There are two ways to start building a Portfolio: Add Portfolio and the Portfolio Creation Wizard

Add Portfolio sets the properties of a Portfolio including its name, description, design, availability, and comments. Once the properties are set, content may be added from the Contents page.

The Portfolio Creation Wizard groups these steps, creating a shell ready for customizing. The Wizard builds the properties, and then allows for linking to content items, links, and blank or template pages. After the shell of the Portfolio is created, the pages may be modified and customized from the Contents page.

TIP: Determine how the viewer should read the contents when linking to an item in the Content Collection. If you use Add Content, the item will open immediately. However, if you use Add Item, and put a link to a Content Collection item in a blank or template page using links, then the HTML page will open and from the main Portfolio page – this gives users a smoother transition from page to page, and the Portfolio can introduce the document before opening it.

Plan for stored content

If the Portfolio will include documents stored in the Content Collection, review the documents beforehand:

- Check for editorial changes needed.
- If Versioning is enabled, check which version of the document would be best to link to.

The storage location of Content Collection items should be planned in advance. After the Portfolio is created, the location of the file should not change. Changing the location of the file may result in broken links and issues with permissions.

TIP: Consider creating a folder in My Content for documents included in the Portfolio. This will ensure that the files remain in the same location. If the Portfolio will include a link to a file that you do not have control of (such as group project files stored in another user's My Content area), consider copying the file to a controlled location

Consider the audience

Before finalizing a Portfolio, consider the intended audience. There are a number of design options that allow for a customized look and feel. Consider the purpose the Portfolio represents – should the Portfolio appear professional, creative, fun, or exciting? Attention to the types of images and the choice of colors in the design will provide the mood.

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TIP: A good web practice is to consider using four or less colors for the design. This allows for maximum variation while not making the page too busy, distracting viewers from the content.

Finally, consider the content for each user viewing the Portfolio. If the purpose of the Portfolio is slightly different for sharing with one user than another, consider creating two similar Portfolios, using the Portfolio Copy tool to save time.

Availability

It is good practice to only make a Portfolio available when it is ready to be viewed. When creating the initial shell of the Portfolio, design and content may not be complete. Set the Portfolio to **Unavailable** until the Portfolio is complete, then modify the properties and set the Portfolio to **Available** when it is final.

Comments

Portfolio comments may be **Private** or **Shared**. Private comments are only viewed by the Portfolio owner and the user posting the comment. If comments are shared, all users viewing the Portfolio may read the comments. Comments are helpful for gathering feedback on the Portfolio or its content.

The status of comments may be changed at any time. For example, if comments are gathered during a review, it may be helpful for all reviewers to see the comments. However, when the Portfolio is complete, those comments may be made private so that the Portfolio viewers do not see the review process.

MY PORTFOLIOS

Overview

Portfolios are collections of content organized into customized Web pages. Once created, Portfolios can be shared with others and content can be added and removed to keep the Portfolio current. The My Portfolios page lists all the Portfolios created by the user.

Find this page

Click **My Portfolios** under Portfolios on the Content Collection menu.

Functions

The following functions are available from the My Portfolios page.

TO . . .	CLICK . . .
view a Portfolio	the name of the Portfolio. The name of each Portfolio appears as a link in the Title column.

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TO . . .	CLICK . . .
create a new Portfolio	**Add Portfolio** in the Action Bar. The Add Portfolio page will appear. A simple way to create a Portfolio is to use the Portfolio Wizard. Click Portfolio Creation Wizard in the Action Bar to create a Portfolio using the wizard.
copy a Portfolio	the check box in the first column next to each Portfolio that should be copied then click **Copy** in the Action Bar. The Copy Portfolio page will appear.
remove Portfolios	the check box in the first column next to each Portfolio that should be deleted then click **Remove** in the Action Bar.
view and modify the contents	**Contents**. The Portfolio Content page will appear. Content may be added, modified, reordered and removed from this page.
manage the Portfolio properties and settings	**Manage**. The Manage Portfolio page will appear.

PORTFOLIO WIZARD

Overview

The Portfolio Wizard is the quickest and easiest method for creating a new Portfolio. The wizard is completed in eight steps that do everything from name the Portfolio and define the color scheme to add content items and URLs to the Portfolio. The contents and settings for a Portfolio may be modified after the Wizard is completed.

Start the wizard

Follow these steps to open the Portfolio Wizard.

Click **Portfolio Creation** under Portfolios on the Content Collection menu.

OR, follow these steps.

1. Under the heading Portfolios, click **My Portfolios**.
2. Click **Portfolio Creation Wizard** from the Action Bar.

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Wizard fields

The table below outlines the options available when creating a Portfolio through the Portfolio wizard.

FIELD	DESCRIPTION
Wizard Start	
The first page of the wizard displays information on creating a Portfolio including how to navigate the wizard. A navigation bar appears at the bottom of each wizard page with the following buttons: • **Cancel:** Click to erase and end the Portfolio, this will erase all information entered into the Portfolio Wizard. • **Back:** Click to navigate to the previous page. This button does not appear on the first page of the wizard. • **Next:** Click to navigate to the next page. This button does not appear on the last page of the wizard. • **Finish:** Click this button to complete the wizard and create the Portfolio. This button replaces the **Next** button on the last page. If the Portfolio Wizard window is closed without first selecting **Cancel**, a partial Portfolio will be created. The User may remove this partial Portfolio.	
Step 1: Portfolio Information	
Title [r]	Enter a title for the Portfolio. This name will identify the Portfolio in the My Portfolio folder.
Description	Enter a description for the Portfolio.
Step 2: Portfolio Design	
Menu Style	Select how to display the items in the Portfolio menu by clicking the **Buttons** option or the **Text** option. The other options on this page will differ depending on the option selected in this field.
Buttons	
Button Type	Select a button type by clicking on the drop-down arrow and highlighting a button type. The button type is simply the pattern that will appear in the button background.
Button Shape	Click a button shape option.
Button Style	Select a button style by clicking on the drop-down arrow and highlighting a button style. The button style is made up of colors and shapes. Click **Gallery of Buttons** to preview button styles.
Text	
Menu Background color	Click **Pick** and select a color from the palette. The color chosen will appear as the background color for the Portfolio menu.

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FIELD	DESCRIPTION
Menu Text Color	Click **Pick** and select a color from the palette. The color chosen will appear as the text color for objects in the Portfolio menu.
Step 3: Portfolio Welcome Page (Optional)	
Title	Enter a title for the welcome message. The welcome message is the first page that will appear when others view the Portfolio.
Welcome Message	Enter a message to display to those who view your Portfolio. This message will appear on the first page of the Portfolio. The welcome message will appear in the contents of the Portfolio and can be modified just like any other Web page added to the Portfolio. For more information on using Web pages in a Portfolio, please see Add Web Page to Portfolio.
Step 4: Add Content (Optional)	
Menu Link Name	Enter the name of the item. This title will appear on the Portfolio Menu item.
File or Folder	Enter the path to the item that will be added or click **Browse** to search the Content Collection for an item.
Step 5: Add Links (Optional)	
Menu Link Name	Enter the name of the item. This title will appear on the Portfolio Menu item.
URL	Enter a link to external Web pages.
Step 6: Add Items (Optional)	
Menu Link Name	Enter the name of the item. This title will appear on the Portfolio Menu item.
Item Type	Select **Blank Item** or select a Template from the list of Templates. Item content may be added to a Blank item after the Wizard is completed.
Step 7: Portfolio Availability	
Available?	Determine if the Portfolio will be available to other users.
Step 8: Portfolio Comments	
Shared?	Determine if other users may share and add comments to the Portfolio.

ADD PORTFOLIO

Overview

Portfolios may be created from the Portfolio Wizard or the Add Portfolio page. After completing the Add Portfolio page, a new Portfolio appears in the My Portfolios folder. This new Portfolio will be empty until content, in the form of content items, URLs, and custom-designed Web pages is added to the Portfolio.

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Find this page

Follow these steps to open the Add Portfolio page.

1. Click **My Portfolios** under Portfolios on the Content Collection menu.
2. Click **Add Portfolio** from the Action Bar.

Fields

The Add Portfolio page includes the following fields.

FIELD	DESCRIPTION
Portfolio Information	
Title [r]	Enter a title for the Portfolio. This name will identify the Portfolio in the My Portfolios folder.
Description	Enter a description for the Portfolio.
Learning Objective	Enter the objective of the Portfolio.
Portfolio Menu Style	
Menu Style	Select **Buttons** to make the areas of the Portfolio Menu appear in a button format. If **Button** is selected, longer titles may not fully appear when the Button when displayed. Select **Text** to make areas of the Portfolio Menu appear in a text format. See below for more information about Menu Styles.
Portfolio Availability	
Available	Click **Yes** or **No** to determine if the Portfolio will be available to other users.
Comments Options	
Comments	Click **Shared** or **Private** to determine whether or not comments can be added to the Portfolio. For more information on managing comments for a Portfolio please see the Manage Portfolio Comments topic.

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Text Menu Style

When the Text Menu style is chosen an additional set of functions must be defined.

FIELD	DESCRIPTION
Text Options	
Menu Background Color	Click **Pick Color** to open a palette. Move the mouse around the color field to see the different color variations. Single-click to select the color that appears. Alternatively, the hexadecimal RGB value can be entered in the text field. Entering the code allows a perfect match to a color. For example, a Portfolio color scheme can be created to match a school's colors. The color selected will be used as the background for the Portfolio's menu.
Menu Text Color	Click **Pick Color** to open a palette. Move the mouse around the color field to see the different color variations. Single-click to select the color that appears. Alternatively, the hexadecimal RGB value can be entered in the text field. Entering the code allows a perfect match to a color. The color selected will be used as the text color for the Portfolio menu. Please make sure to select a text color that contrasts with the menu background color for easy viewing. After adding content to the Portfolio, use the Preview function on the **My Portfolios** page to make sure that the color scheme looks good.

Button Menu style

When the Button Menu style is chosen, an additional set of functions must be defined.

FIELD	DESCRIPTION
Select Style Properties	
Button Type	Choose the Button Type from the drop-down list.
Button Shape	Click an option to choose the Button Shape.
Button Style	Use the drop-down list to select the color of the buttons. Click Gallery of Buttons to view all of the button options.

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COPY PORTFOLIO

Overview

The copy function in My Portfolios allows the creation of a new Portfolio that is an exact replica of an existing Portfolio. This function is very useful when there is a need for two similar Portfolios. Create one Portfolio, copy it, and then make changes to the new Portfolio.

TIP: If many Portfolios need to be created for a similar purpose, it is good practice to create one Portfolio that contains the basics and the design, then copy it multiple times for other uses. For example, if a Student is preparing an achievement Portfolio for multiple job interviews, he or she may want to create the design that best represents the work with links to content that demonstrates achievement. Then, for each interview, the Student may copy the Portfolio and customize the new one for the specific potential employer, such as changing the welcome page text to a cover letter addressing that company then sharing the Portfolio with the company.

When a Portfolio is copied, the new Portfolio is not shared to anyone, so it may be used for any purpose. If the original Portfolio contains any broken links when copied, the system will notify the user so that he or she can run the Check Links tool and make corrections to both Portfolios. Once copied, the two Portfolios are completely independent. Any changes made to one Portfolio do not affect the other.

NOTE: When a Portfolio is copied, only the contents of the Portfolio are included; the list of users the Portfolio is shared with is not copied.

Find this page

Follow these steps to open the Copy Portfolio page.

1. Select folder view for the Content Collection menu.
2. Under the heading Portfolios, click **My Portfolios**.
3. Click **Copy** from the Action Bar.

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Fields

The Copy Portfolio page includes the following fields.

FIELD	DESCRIPTION
Portfolio Name	
Destination Portfolio Name	Enter a name for the copied Portfolio or leave the default name.
Copy Comments	
Select the check box to copy comments that have been added to a Portfolio.	

Portfolio Copied receipt

The results of the Portfolio copy will appear on the Portfolio Copied receipt page. If a new Portfolio contains broken links to Content Collection items, those links were copied from the Source Portfolio. Run the Portfolio Link Checker on both portfolios to make corrections. Follow the steps below to access the Portfolio Link Checker:

1. Click **My Portfolios** under Portfolios on the Content Collection menu.
2. Select **Manage** next to the Portfolio name.
3. Click **Check Links**.

PORTFOLIO CONTENTS

Overview

The content that appears in a Portfolio is managed through the Portfolio: Portfolio Name page. All of the objects that appear in the Portfolio are arranged, in order of appearance, in a table.

Above the table is an Action Bar with buttons for adding and removing Content, External Links, and Items.

Find this page

Follow these steps to find the Portfolio: Portfolio Name page.

1. Click **My Portfolios** under Portfolios on the Content Collection menu.
2. Click the **Contents** link for a Portfolio.

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Functions

The following functions are available from the Portfolio: Portfolio Name page.

TO . . .	CLICK . . .
add a content item	**Add Content** in the Action Bar. The Add Content page will appear.
add a link to an outside URL	**Add Link** in the Action Bar. The Add Link page will appear.
add a Web Page	**Add Item** in the Action Bar. The Add Item page will appear.
remove an object from the Portfolio	**Remove** in the same row as the object that should be deleted from the Portfolio. This will not delete a content item from its location in the Content Collection, but it will remove the item from the Portfolio.
modify an object	**Modify** for the object to be edited. For information on how to edit an object, please see the topic that deals with creating that object.
arrange objects	the drop-down list in the Position column for an object and select new positions from the numbers.

ADD CONTENT TO A PORTFOLIO

Overview

Content Items from the Content Collection are added to a Portfolio through the Add Content page. Note that the file or folder can be given a new Name within the Portfolio. For example, if a file name in the Content Collection is “fred_and_sallys_project”, it can be given the menu name of “The Civil War”.

When a Content Collection item is linked to in a Portfolio, the item is shared with the Portfolio User List. A line item for this user list appears on the Manage Permissions page for the item. If Read permission for Portfolio User List is removed from the Permissions page, Portfolio viewers will not have access to the item.

Find this page

Follow these steps to open the Add Item to Portfolio page.

1. Click **My Portfolios** under Portfolios on the Content Collection menu.
2. Click the **Contents** link for a Portfolio.
3. Click **Add Content** in the Action Bar.

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Fields

The Add Content page includes the following fields.

Field	Description
Menu Item Name	
Menu Item Name [r]	Enter a title for the item. This name will appear in the Portfolio as the name of the item.
Choose Content Collection Item or Folder	
File or folder [r]	Enter the path to the item that will be added or click **Browse** to search the Content Collection for an item.
Menu Item Availability	
Available	Select **Yes** or **No** to determine whether or not the item is available when other users view the Portfolio.

Add Link to a Portfolio

Overview

Links to external Web sites can be added to a Portfolio from the Add Link page.

Find this page

Follow these steps to open the Add Link page.

1. Click **My Portfolios** under Portfolios on the Content Collection menu.
2. Click the **Contents** link for a Portfolio.
3. Click **Add Link** in the Action Bar.

Fields

The Add Link page includes the following fields.

Field	Description
Menu Item Name	
Menu Item Name [r]	Enter a name for the link. The text entered here will appear in the Portfolio menu as a hyperlink. Clicking on the hyperlink in the Portfolio will open the URL entered in the **URL** field.
Add External Link	
URL [r]	Enter a URL for the link. Be sure to enter the URL completely, for example, http://www.blackboard.com, not www.blackboard.com, or blackboard.com.
Menu Item Availability	

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FIELD	DESCRIPTION
Available	Select **Yes** or **No** to set the availability of the link.

ADD ITEM TO A PORTFOLIO

Overview

Portfolio items are Web pages created in the Text Box Editor by the user and added to a Portfolio. There may be templates available for creating pages. Pages may also be created without a template using the Text Box Editor.

Find this page

Follow these steps to open the Add Item page.

1. Click **My Portfolios** under Portfolios on the Content Collection menu.
2. Click the **Contents** link for a Portfolio.
3. Click **Add Item** in the Action Bar.

Fields

Select a Blank Item or a template from the drop-down list to create a Web page. Templates are created by the System Administrator; if none are created or made available, this option will not appear.

MANAGE PORTFOLIO: PORTFOLIO NAME

Overview

Users can manage the sharing, downloading, and comments for a Portfolio from the Manage Portfolio: Portfolio Name page. They may also access the Properties page to modify the name, style or availability of the Portfolio.

Find this page

Follow the steps below to open the Manage Portfolio: Portfolio Name page.

1. Click **My Portfolios** under Portfolios on the Content Collection menu.
2. Select **Manage** next to one of the Portfolios.

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Functions

The following functions are available from the Course Design page:

FUNCTION	DESCRIPTION
Modify Properties	Modify the properties for a Portfolio, such as the name and style.
Share Portfolio	Make this Portfolio available to specific users or courses.
Manage Comments	Add or remove comments related to this Portfolio.
Check Links	Verify that links to items in this Portfolio are valid and repair broken links.
Download Portfolio	Download the Portfolio to a local computer.

SHARE PORTFOLIO

Overview

A Portfolio is private until the person who created it decides to share it with other users. The Portfolio can be shared with individual users or all the users in a course or an organization. In addition, the Portfolio can be shared with anyone who has an email address and access to the Internet.

The following list explains scenarios for sharing a Portfolio:

- **Share a Portfolio with another Blackboard user** - the Portfolio is listed in the user's Received Portfolios for easy access.
- **Share a Portfolio with an external user** - a URL is created for access to the Portfolio. This may be emailed to the user from the Content Collection.
- **Share a Portfolio with a course or organization** - the Portfolio is listed in the Portfolios tool in the course, and course or organization users may search for the Portfolio in Portfolio Search.
- **Share a Portfolio with an institution role** - all users with that role may search for the Portfolio in Portfolio Search.
- **Share a Portfolio with All System Accounts** - any user on the system may search for the Portfolio in Portfolio Search.

NOTE: When a Portfolio is shared with a user, the user must refresh his or her browser before the Portfolio will appear in **Received Portfolios**. If permissions are removed for the user, the Portfolio will continue to appear in the user's **Received Portfolios** until they refresh the browser.

Find this page

Follow the steps below to open the Share Portfolio page.

1. Click **My Portfolios** under Portfolios on the Content Collection menu.

2. Select **Manage** next to one of the Portfolios.
3. Click **Share Portfolio**.

Functions

The following functions are available from the Share Portfolio: Portfolio Name page.

TO . . .	CLICK . . .
allow certain system users to view the Portfolio	**Share with Users** in the Action Bar. The Share with User page will appear.
allow all the system users participating in a course or an organization to view the Portfolio	**Share with Course** or **Share with Organization** in the drop-down list on Action Bar. The Share with Course or Share with Organization page will appear.
allow users with specific roles to view the Portfolio	**Share with Institution Role User List** in the drop-down list on the Action Bar. The Share with Institution Roles will appear.
allow all users with system accounts to view the Portfolio	**All System Accounts** in the drop-down list on the Action Bar. The Share with All System Accounts page will appear.
email people outside the system with instructions for accessing the Portfolio	**Share with External Users** in the Action Bar. The Share with External User page will appear.
remove access to the Portfolio from users	the check box next to each user or set of users from a course or organization. Click **Remove** in the Action Bar. The selected users will no longer be able to view the Portfolio.

Portfolio Search

All users with whom a Portfolio is shared have the ability to find it using Portfolio Search. Portfolio Search allows users to search all Portfolios that they have access to by username (the Portfolio owner), Portfolio title, Portfolio description, and Portfolio Learning Objectives. These fields are available from the Manage Properties page of every Portfolio. Adding descriptive content to these fields will improve the results of Portfolio Search. See the Portfolio Search topic for additional information.

SHARE WITH USER

Overview

Other users in the system can view a Portfolio only if the Portfolio creator shares it with them. Other users are granted access to a Portfolio through the Send to User page.

Find this page

Follow these steps to open the Share with User page.

1. Click **My Portfolios** under Portfolios on the Content Collection menu.

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2. Select **Manage** next to one of the Portfolios.
3. Click **Share Portfolio**.
4. Click **Share with User** from the Action Bar.

Fields

The Share with User page includes the following fields.

FIELD	DESCRIPTION
Choose Users	
Usernames [r]	Enter the username for each user that will be granted access at this time. Separate each username by a comma. The Portfolio can be shared with more users at any time by returning to this page, privileges for all users that should be allowed to view the Portfolio do not need to be granted at the same time. The **Browse** function can be used to locate users if the username is not known.
Email Information	
Send email?	Select this option to send an automatically generated email to each user. The message will inform the users that they may access the Portfolio.
Subject	Edit the subject for the email.
Message	Edit the body of the message inviting others to view your Portfolio.
Send copy of message to self?	Select this option to send a copy of the email to the email account included as part of your *Blackboard Learning System* profile.
Use blind carbon copy (Bcc:)	Select this option to use the BCC: function. BCC: will hide the identity of those receiving the email from others receiving the same email. You, as the sender, will appear as the primary recipient of the message.

SHARE WITH COURSE OR ORGANIZATION

Overview

A Portfolio is shared with a course or an organization through the Share with Courses page or the Share with Organization page.

NOTE: Course Portfolios may be enabled or disabled by the Instructor through Manage Tools on the Control Panel. If Course Portfolios are available, Students may access them through Tools on the Course Menu.

Find this page

Follow these steps to open the Share with Courses or Share with Organizations page.

1. Click **My Portfolios** under Portfolios on the Content Collection menu.
2. Select **Manage** next to one of the Portfolios.
3. Click **Share Portfolio**.
4. Select **Share with Course** or **Share with Organization** from the drop-down list in the Action Bar.

Field Description

The Share with Courses page and the Share with Organizations page includes only one field.

FIELD	DESCRIPTION
Choose Courses or Organizations	
Courses or Organizations [r]	Enter the Course ID or Organization ID that will be granted access at this time. Separate each ID by a comma. The Portfolio can be shared with more courses or organizations at any time by returning to this page, privileges for all courses or organizations that should be allowed to view the Portfolio do not need to be granted at the same time. The **Browse** function can be used to locate courses or organizations if the Course ID or Organization ID is not known.

SHARE WITH INSTITUTION ROLES

Overview

A Portfolio is shared with users who have specific institution roles through the Share with Institution Roles page.

Find this page

Follow these steps to open the Share with Institution Roles page.

1. Click **My Portfolios** under Portfolios on the Content Collection menu.
2. Select **Manage** next to one of the Portfolios.
3. Click **Share Portfolio**.
4. Select **Share with Institution Roles** from the drop-down list in the Action Bar.

Field Description

All roles available in the system appear in the multi-select box. This Portfolio is available to users with roles that appear in the **Selected Roles** box. Select which roles have access to this Portfolio in the **Available Roles** box. Use the arrows to move these roles to the **Selected Roles** box.

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SHARE WITH ALL SYSTEM ACCOUNTS

Overview

A Portfolio is shared with all users who have an account on the *Blackboard Learning System* Share with the All System Accounts page.

Find this page

Follow these steps to open the Share with All System Accounts page.

1. Click **My Portfolios** under Portfolios on the Content Collection menu.
2. Select **Manage** next to one of the Portfolios.
3. Click **Share Portfolio**.
4. Select **Send to All System Accounts** from the drop-down list in the Action Bar.

Field Description

Select **Submit** to share this Portfolio with all users who have an account on the *Blackboard Learning System*.

SHARE WITH EXTERNAL USERS

Overview

A Portfolio can be shared with anyone with an email account and access to the Internet. Sharing a Portfolio is an effective method for displaying your work to colleagues at other schools or even potential employers. Access to a Portfolio can be restricted by setting an expiration time or date. Verify that each email address is entered correctly.

NOTE: The lifetime for Portfolio shares are calculated not by the calendar but by increments of 31 days for a month and 365 days for a year. For example, a one month share will always expire 31 days later and a one year share will always expire 365 days later.

Find this page

Follow these steps to open the Share with External Users page.

1. Click **My Portfolios** under Portfolios on the Content Collection menu.
2. Select **Manage** next to one of the Portfolios.
3. Click **Share Portfolio**.
4. Click **Share with External Users** in the Action Bar.

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Fields

The Share with External Users page includes the following fields.

FIELD	DESCRIPTION
Choose Users	
To [r]	Enter the email address of each person outside of the system that will receive access to the Portfolio. Separate each email address with a comma. If your Portfolio contains sensitive information, please verify that each email address is entered correctly.
Email Information	
Subject [r]	Edit the Subject line of the message. The default subject line is, "<username> has sent you a Portfolio Invitation."
Message	Edit the body of the message inviting others to view your Portfolio. The default message includes the line <PORTFOLIO_URL>. Do not delete this line! It will be replaced with the URL pointing to the Portfolio. Without this URL, outside users cannot view the Portfolio.
Send copy of message to self?	Select this option to send a copy of the email to the email account included as part of your *Blackboard Learning System* profile.
Use blind carbon copy (Bcc:)	Select this option to use the BCC: function. BCC: will hide the identity of those receiving the email from others receiving the same email. You, as the sender, will appear as the primary recipient of the message.
Portfolio Password	
Use password?	Select this option to protect the Portfolio with a password. If this option is selected, enter the password in the text field.
Include password in email?	This option only appears if the **Use Password** option was selected. Select this option to include the password in the email message to outside users. If the password is not included in the email it must be transmitted in some other way before the Portfolio can be viewed.
Expiration	
No Expiration	Select this option to set an unlimited time for the Portfolio share.
Expires in	Select a span of time for the Portfolio share. Access to the Portfolio will expire according to the selection. The countdown of the time until expiration begins when the Portfolio share is created.

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	NOTE: A Portfolio share set to have no expiration is technically set to expire on January 1, 2038. Users are unable to specify a lifetime that extends past this date.

PORTFOLIO COMMENTS

Overview

The Portfolio Comments page includes columns displaying the date posted, the person who posted the comment, and the comment itself. Comments can be sorted by clicking the carat at the top of each column. For example, to sort comments by date, click the carat at the top of the Date Posted column.

Find this page

Follow these steps to open the Comments page.

1. Click **My Portfolios** under Portfolios on the Content Collection menu.
2. Select **Manage** next to one of the Portfolios.
3. Click **Manage Comments**.

Functions

The following functions are available from the Comments page.

TO . . .	CLICK . . .
add a comment	**Add Comment** in the Action Bar. The Add Comment page will appear. Enter a comment in the text field on the Add Comment page and click **Submit** to add a comment.
remove a comment	the check box next to each comment. Click **Remove** in the Action Bar to delete all the selected comments. Only the Portfolio owner, or the user who added the comment, may delete the comment.

PORTFOLIO LINK CHECKER

Overview

The Portfolio Link Checker allows users to check the links to Content Collection items that have been added to a Portfolio. For example, if an item in the Content Collection is removed after the user has created a link to the item in a Portfolio, the Portfolio Link Checker will detect this and make the user aware of the broken link.

Periodically checking links in a Portfolio is good management practice. Links to Content Collection items from a Portfolio may appear broken if identifying properties or permissions to the item are altered. The Check Links tool on the Manage page provides information on all links, and alerts the owner of any broken links. If a Portfolio begins to show broken links, or users have trouble viewing

a page in a Portfolio, Check Links will identify the problem. Depending on the situation, some broken links may be repaired, while others may not.

Find this page

Follow these steps to open the Portfolio Link Checker page.

1. Click **My Portfolios** under the Portfolios in the Content Collection menu.
2. Select **Manage** next to one of the Portfolios.
3. Click **Check Links**.

Functions

When **Check Links** is selected, the Portfolio Link Checker automatically runs. The results appear on the Portfolio Link Checker page.

Link Checker Results

After the Portfolio Link Checker is run, the results page appears, explaining the status of each link to a Content Collection item. Some broken links may be fixed by the user, while others may not.

LEGEND	DESCRIPTION AND RESOLUTION
	Valid Link. These items are linked successfully and do not require any further action.
	Repairable permissions error. One or more users on the Portfolio User List do not have Read permission to these Content Collection items. The user checking the links has Manage permission to the items and can therefore repair these links. Select the check boxes next to these items and click **Repair**. The system will grant Read permission to these items to users on the Portfolio User List.
	Path not found. The items have been moved, removed or renamed within the Content Collection. The links are broken and the user should remove them from the Portfolio. If the new locations or names of the items are known, new links may be created.
	Permissions error. One or more users on the Portfolio User List do not have Read permission to these Content Collection items. The user does not have Manage permission to the items and cannot repair these links. Remove these links from the Portfolio or contact a user with Manage permission to these items to add the appropriate permission. System Administrators have Manage permission on all Content Collection items; they will never see this icon after running the tool.

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DOWNLOAD PORTFOLIO

Overview

Any Portfolio and its contents may be downloaded as a compressed zip file from the Manage Portfolio page. The zip file contains the HTML pages and content items that make up the entire Portfolio. This tool is useful for allowing users to archive older Portfolios onto a personal computer, or for moving a Portfolio to another Portfolio system.

NOTE: Portfolios must contain content to be downloaded; if a Portfolio is empty the link to download will not appear.

Find this page

Follow the steps below to open the Manage Portfolio: Portfolio Name page.

1. Click **My Portfolios** under Portfolios on the Content Collection menu.
2. Select **Manage** next to one of the Portfolios.
3. Select **Download Portfolio**.

Function

After **Download Portfolio** is selected on the Manage Portfolio page, the Download Portfolio: Portfolio Name page will appear. Select the **Click to download Portfolio** link. A window will appear with options to open or save the Portfolio. Select **Save**, and save the Portfolio to the desired location. To view the Portfolio, unzip the downloaded file to a local folder then click on “index.html” to open the Portfolio.

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CHAPTER 9—LEARNING OBJECTS CATALOG

Overview

This chapter covers the Learning Objects catalog. The Learning Objects catalog is a repository within the Backboard Content Collection that users may browse or search for entries that have been submitted. Users may nominate items for inclusion in the institution's internal Learning Objects catalog and for inclusion in a public catalog. Users selected as Catalog Managers determine how the catalog is organized and manage catalog entries submitted by users.

In this chapter

This chapter includes the following topics.

TOPIC	DESCRIPTION
Learning Objects	Provides instructions for searching the Learning Objects catalog.
Manage Catalog Categories	Provides instructions for organizing the catalog and managing Learning Object entries.
Manage Catalog Entries	Provides instructions for Learning Object reviewing entries that have been submitted.

LEARNING OBJECTS

Overview

The Learning Objects page allows users to browse the contents of the Learning Objects catalog and search for specific items.

For information on adding entries to the Learning Objects Catalog, see the topic Add Catalog Entry.

NOTE: If the *Blackboard Portal System* is installed, the Administrator may choose to make this feature available to all users in the system, or to users with specific roles.

Find this page

Select **View Catalog** in the Content Collection menu to open this page.

Functions

The Learning Objects page includes the following functions.

To . . .	
search for an item in the catalog	enter the term to search for in the Search Criteria field and select **Go**. Once an item is located, select **Details** to view information about the entry. Clicking **Go** without specifying a search criteria will return all catalog entries.
browse the contents of the catalog	select links to different categories under **Browse by Category**. Categories are organized by subcategory; selecting one category may open a page with a number of subcategories to choose from.

Search the catalog

The Learning Objects catalog may be searched from the Learning Objects page or from the Learning Objects area on the Content Collection menu. The Search feature searches the fields associated with a catalog entry. These include the following:

- Name
- Authors
- Description
- Keywords
- Learning Objectives

The contents of a file and the metadata of a file are not searched. Searches are not case sensitive.

The following types of searches are not supported:

- Wildcard search (for example, searching on Wash* will not return Washington)
- Boolean operators
- Returning all catalog entries using *
- Wildcard searches

NOTE: The catalog may also be searched from the Learning Objects area on the Content Collection menu.

Permissions

When a catalog entry is submitted to the Internal Catalog, Read permission for that item is granted to All System Accounts for that item. When a catalog entry is submitted to the Public Catalog, Read permission to that item is granted to the Public for that item.

	NOTE: The Administrator may make the Internal Catalog and/or the Public Catalog unavailable.

MANAGE CATALOG CATEGORIES

Overview

Catalog managers may organize the Learning Objects catalog according to the institutions needs. The Manage Catalog Categories allows managers to add categories to the top-level of the catalog, and subfolders within these categories. When entries are added to the catalog, they may be added to a top-level folder, or to any sub folder. Entries to multiple categories may be created for any single item.

	NOTE: If *Blackboard Portal System* is installed, the Administrator may grant access to the Catalog manager functionality to users with specific roles in the system. Only these users may access the Manage Catalog pages.

Find this page

Follow these steps to open the Manage Catalog Categories page.

1. Select **Manage Catalog** under Learning Objects in the Content Collection menu.
2. Select **Manage Catalog Categories**.

Functions

The Manage Catalog Categories page includes the following functions.

TO . . .	CLICK...
add a top-level category to the catalog	**Add Category**. The Create Category page will open. Enter the name of the category on this page.
add a subcategory to an existing category	the name of the category; this opens a page containing the subcategories and options for adding and managing them.
change an existing category	**Modify** next to the category name. The Modify Category page will appear.
remove a category	select the check box next to the categories to remove and click **Remove**. This action will remove the category and all subcategories. All items in these categories will be moved to a system-created category called “Uncategorized”. The Administrator may rename this category.

MANAGE CATALOG ENTRIES

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Overview

Catalog managers review, accept and reject catalog entries on the Manage Catalog Entries page. All entries that users submit to the catalog appear on this page; a Catalog manager must accept an entry before the item will appear in the catalog.

The status of catalog entries may be changed multiple times. For example, if a catalog manager approves an entry, a different catalog manager may decide this is not appropriate and reject the entry. The entry will be removed from the catalog, and the status will be Rejected on the Manage Catalog Entries page.

NOTE: If *Blackboard Portal System* is installed, the Administrator may grant access to the Catalog manager functionality to users with specific roles in the system. Only these users may access the Manage Catalog pages.

Find this page

Follow these steps to open the Manage Catalog Entries page.

1. Select **Manage Catalog** under Learning Objects in the Content Collection menu.
2. Select **Manage Catalog Entries**.

Functions

The Manage Catalog Entries page includes the following functions.

TO . . .	CLICK...
approve catalog entries	the check boxes next to those entries to approve and select **Approve**. These items are added to the catalog.
reject catalog entries	the check boxes next to those entries to approve and select **Reject**. These items are not added to the catalog. If the items were approved before, they will no longer appear in the Catalog.
remove a catalog entry	the check boxes next to those entries to approve and select **Remove**. These items are removed from this page and will not appear in the catalog. This action is permanent; the item is removed from the catalog and the status can no longer be changed. This action removes the entry, but does not remove the item from the Content Collection.
filter by the status of the entries	the drop-down list in the **Status** field and select which entries to view. The following options are available: • **Show All** – Displays all entries, including approved, pending and rejected • **Pending** – Displays only entries that are pending • **Approved** – Displays only entries that have been approved

TO . . .	CLICK...
	• **Rejected** – Displays only entries that are rejected.
filter by catalog category	the drop-down list in the **Category** field and select which entries to view. By default, the filter shows all categories.

CHAPTER 10—WORKFLOWS

Overview

This chapter covers Workflows. Workflows allow the user to assign and track tasks related to a content item.

In this chapter

This chapter includes the following topics.

TOPIC	DESCRIPTION
Create Workflow	Provides instructions for creating a workflow.
Manage Workflows	Provides links to areas for managing Workflows.
Workflows Sent	Describes the Sent Workflows features.
Modify Workflow	Details the Modify Workflow page.
Workflow Detail	Describes how to check the responses to a workflow.
Workflows Received	Describes the Workflows Received features.
Workflow Response	Provides instructions for responding to a workflow.
Workflow Comments	Details the comments feature.

CREATE A WORKFLOW

Overview

The Workflow feature is a sophisticated tool for assigning and tracking tasks related to a content item. Although all workflows function in essentially the same way, the different types of workflow are designed to handle a wide range of tasks. The different workflows are:

- **Approve:** Use this workflow to ask other users to review a file or folder and validate it.
- **Complete:** Use this workflow to ask other users to complete work on a file or folder.
- **Grade:** Use this workflow to ask other users to review a file or folder and submit a grade.
- **Remind:** Use this workflow to prompt users to take action regarding a file or folder.

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- **Review:** Use this workflow to solicit opinions or analysis on a file or folder from other users.
- **Share:** Use this workflow to collaborate with other users.

Workflows are built and sent to other users from the Create Workflow page. The steps for creating a workflow are the same for each type of workflow.

Find this page

Follow these steps to open the Create Workflow page.

1. Open the area of the Content Collection where the item or folder appears.
2. Check the box next to the item or folder.
3. Select **Add Workflow** from the drop-down menu in the Action Bar and click **Go.**

Fields

The Create Workflow page includes the following fields.

FIELD	DESCRIPTION
Activity Information	
Name [r]	Enter a title for the Workflow. This name will appear in the Workflows Received for users selected to receive the workflow.
Instructions	Enter any instructions for completing the task.
Type	Select the type of Workflow that will be created.
Priority	Select a priority from the drop-down lists. There are three levels of importance that can be assigned to a Workflow: • High • Normal • Low
Deadline	Enter a date that the Workflow must be completed in MM/DD/YYYY format or use the calendar pop-up to select a date from a graphical interface. A link to the calendar pop-up appears next to the field.
Send Activity to Users	
Username	Enter the Username of each user that will receive the workflow. Separate Usernames by commas. The **Browse** button next to the field will open a search function to help find users. Usernames can be selected and added to the Workflow directly from the search results.
Email Users	Select this check box to notify users of the new Workflow with an email message. The email message is automatically generated and sent. It contains a link to the Workflow and the subject line is “Your Name has sent you an Activity.”

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FIELD	DESCRIPTION
Send Activity to Courses	
Courses	Check the box for each course that will receive to the task.
Additional Courses	Enter the Course ID for each course that will receive the task. Multiple Course IDs must be separated by commas.
Roles	Check the box for each user role within the courses selected that will receive the task.
Email Course Users	Select this check box to notify course users of the new workflow with an email message. The email message is automatically generated and sent. It contains a link to the workflow and the subject line is "Your Name has sent you an Activity."
Content Items	
Files and Folders	Enter the path to a folder or file to include in the workflow or click **Browse** to open a pop-up window with the Content Collection directory so you can search and select the folder or file. It is possible to include multiple folders and files in a Workflow.
Permissions	Select each permission that users should have on the file or folder included in the Workflow.

MANAGE WORKFLOWS

Overview

Workflows allow tasks for a content item to be assigned and tracked. The Manage Workflows page enables the user to assign activities to other users and track those activities that have been assigned to him or her.

Find this page

Select **Workflow Activities** under Tools on the Content Collection menu.

Functions

The Manage Workflows page includes the following functions.

TO . . .	CLICK . . .
manage and assign tasks to other users	**Workflows Sent.** The Workflows Sent page will appear.
view tasks you have received	**Workflows Received.** The Workflows Received page will appear.

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WORKFLOWS SENT

Overview

The Workflows Sent page lists all the Workflows that you have created and sent to other users. Users may add additional items to the Workflow from this page. Each Workflow is listed as a row in a table. Each row includes the following for each Workflow, from right to left:

- A checkbox for selecting the Workflow.
- The Name of the Workflow. The Name appears as a link.
- The Type of Workflow.
- The Priority assigned to the Workflow.
- The date that responses are due back from Workflow recipients.
- The number of comments associated with the Workflow appears as a link.
- A link to the Modify Workflow page.

Find this page

Follow these steps to open the Workflows Sent page.

1. Select **Workflow Activities** under Tools on the Content Collection menu.
2. Click **Workflows Sent**.

Functions

The following functions are available on the Workflows Sent page.

TO . . .	CLICK . . .
view the responses to a Workflow from other users	the link in the Title column for the Workflow. The Workflow Detail page will appear.
review or add comments to a Workflow	the number in the Comments column for the Workflow. The Comments page will appear.
make changes to an existing Workflow	the Modify link in the Modify column. The Modify Workflow page will appear.
create a Bookmark to an item	**Bookmark Items**. The Create Bookmark page will appear. Enter a name for the Bookmark and submit it. The new Bookmark will appear on the Bookmarks page.
create a new Workflow	the drop-down menu in the Action Bar and select the type of Workflow to create. After selecting the type of Workflow, click **Go** and the Add Workflow page will appear.
delete Workflows	the checkbox for each Workflow that will be deleted. Click **Remove** in the Action Bar and the selected Workflows will be deleted.

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MODIFY WORKFLOW

Overview

The Modify Workflow page allows for some changes to a Workflow once it has been created. Keep in mind that the users who receive the Workflow and the file or folder associated with the Workflow cannot be changed.

NOTE: This page cannot be used to modify the users assigned to a Workflow. Users may be removed from a Workflow from the Workflow Details page.

Find this page

Follow these steps to find the Modify Workflow page.

1. Select **Workflow Activities** under Tools on the Content Collection menu.
2. Click **Workflows Sent**.
3. Click **Modify** for a Workflow. The Modify Workflow page will appear.

Fields

The Modify Workflow page includes the following fields.

FIELD	DESCRIPTION
Activity Information	
Name	Edit the title for the Workflow. This name will appear in the Workflows Received for users selected to receive the Workflow.
Instructions	Edit the instructions for completing the task.
Type	Edit the type of Workflow that will be created.
Priority	Select a priority from the drop-down lists. There are three levels of importance that can be assigned to a Workflow: • High • Normal • Low
Deadline	Enter a date that the Workflow must be completed in MM/DD/YYYY format or use the calendar pop-up to select a date from a graphical interface. A link to the calendar pop-up appears next to the field.
Send Activity to Users	
Displays the users that received the Workflow.	
Content Items	

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Displays the items and folders attached to the Workflow.

WORKFLOW DETAILS

Overview

Responses to a Workflow are recorded on the Workflow Detail page. Only the sender of the Workflow can see all the responses to a Workflow. The Workflow Detail page lists each response in a table, for each response, the following information is displayed:

- Check box for selecting the response.
- Person who sent the response.
- Response details.

Find this page

Follow these steps to find the Workflow Detail page.

1. Select **Workflow Activities** under Tools on the Content Collection menu.
2. Click **Workflows Sent**.
3. Click the link for a Workflow. The Workflow Details page will appear.

Functions

The following functions are available from the Workflow Detail page.

TO . . .	CLICK . . .
view the items attached to the Workflow	the file name for the item. A list of items appears, as links, in the **Content Items** field.
remove user responses to the Workflow	the checkbox for the responses to delete and click **Remove** from the Action Bar.

WORKFLOWS RECEIVED

Overview

Workflows sent to you by other users will appear on the Workflows Received page. The page lists each Workflow that you have received in a table, with a separate row for each Workflow. Each row contains the following information about each Workflow:

- A checkbox for selecting the Workflow.
- The name of the Workflow.
- The type of Workflow.
- The importance of the Workflow.
- The date the Workflow must be completed.

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- The person who sent the Workflow.
- The status of the Workflow. The status is set by you after reviewing the Workflow.
- The number of comments associated with the Workflow. This appears as a link.

Find this page

Follow these steps to open the Workflows: Activities Received page.

1. Select **Workflow Activities** under Tools on the Content Collection menu.
2. Click **Workflows Received**.

Functions

The following functions are available from the Workflows Received page.

TO . . .	CLICK . . .
respond to a Workflow	the link for the Workflow in the Title column. The Activity: Details page will appear.
remove Workflows	the checkbox for each Workflow that will be removed then click **Remove** from the Action Bar.
read or add a comment	the number in the Comments field for a Workflow. The Comments page will appear.

WORKFLOW RESPONSE

Overview

After reviewing the content items attached to a Workflow use the Activity: Details page to send a response back to the person that sent the Workflow. The response will include a progress update and any details you wish to provide.

Find this page

Follow these steps to open the Workflow Details page.

1. Select **Workflows** under Tools on the Content Collection menu.
2. Click **Workflows Received**.
3. Click the link for a Workflow.

Fields

The Workflow Details page includes the following fields.

FIELD	DESCRIPTION
Activity Information	

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FIELD	DESCRIPTION
Name	Displays the title of the Workflow.
Instructions	Displays instructions on completing the Workflow from the sender.
Priority	Displays the priority of the Workflow. There are three possible priorities: High, Normal, and Low.
Deadline	Displays the date the sender would like the Workflow completed.
Content Items	Displays the content items attached to the Workflow as links. Click a link to view the file.
Status Information	
Status	Select a status from the drop-down menu. The options will differ depending on the Workflow. For example, a Workflow that requires grading will have the options: Not Started, Pending, and Graded.
Response	Add details to the response. For example, if the Workflow requires a grade enter it in this field.

WORKFLOW COMMENTS

Overview

Comments can be applied to a Workflow just like a file, folder, or Portfolio. Comments are a means of saving or communicating quick notes about a Workflow. Each comment is listed in a row on the page. Each row has the following information:

- The date the comment was created.
- The person who created the comment.
- The text of the comment.

Find this page

Follow these steps to open the Comments page for a Workflow.

1. Select **Workflows** under Tools on the Content Collection menu.
2. Click **Workflows Sent** or **Workflows Received**.
3. Click the number in the Comments column for a Workflow. The Comments page will appear.

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Functions

The following functions are available on the Comments page for a Workflow.

TO . . .	CLICK . . .
post a comment	**Add Comment** from the Action Bar. A text box will appear. Enter a comment and click **Submit**.
delete comments	the checkbox next to each comment that will be deleted then click **Remove** in the Action Bar.
sort comments	the carat above a column to sort comments by that column.

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CHAPTER 11 – GROUP COLLABORATION

Introduction

Some of the most valuable features of the Content Collection are those that allow users to share documents in group settings. Traditionally, group members maintain multiple copies of similar documents, and email various versions to others in the group. The Content Collection greatly simplifies the group collaboration process by providing powerful tools for sharing, versioning and locking files and folders. Workflow Activities can also enhance the traditional process of sharing documents.

In this chapter

This chapter includes the following topics.

TOPIC	DESCRIPTION
Create a group folder	Create a folder that is shared with a group.
Share a group folder	Grant permissions to members of a group.
Locate a group folder	Search for and find a group folder.
Collaborate on documents	Work on documents as a group.

CREATE A GROUP FOLDER

About group folders

Users collaborating in a group often require access to a shared set of documents. A group may be created informally as a collection of users who wish to collaborate, or may be created formally using the course or organization Groups functionality in the *Blackboard Learning System*. The first step to sharing documents is to create a group folder that can be accessed by each member of the group. Creating a group folder is not required (group members can collaborate on a single file), but establishing a specific folder may be helpful for sharing a collection of files.

Create a group folder

Follow the steps below to create a group folder:

1. Open the Content Collection tab, and browse to the location to create the group folder. A common location is within the username folder, such as: /users/jsmith
2. Select **Add Folder** in the Action Bar
3. Enter a folder name, such as 'Biology Group Folder', and complete the rest of the page.

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SHARE A GROUP FOLDER

About shared group folders

After the group folder is created, the user must provide the appropriate permission to other group members. If Instructor has created Groups in the course, users can share the folder with all members of a Group in a single step. If the Instructor modifies the Group members in the future, the Content Collection will automatically share the folder with the updated Group members.

Share with a course Group

Follow the steps below to share a folder with a course Group:

1. Select **Permissions** next to the group folder. If Permissions is not visible, select **Modify**, then **Permissions**.
2. From the drop-down list in the Action Bar, select **Course Group User List** (or **Organization Group User List** if the Group belongs to an organization). Select **Go**.
3. The page displays all course Groups in which the user is enrolled. Select the check box next the Group name with which to share the folder. Multiple Groups may be selected.
4. Select the appropriate permission check boxes. To grant the group full permissions, select all of the check boxes.

Share with a user group

If the user would like to share a folder with a group of users that exists outside of a course or organization Group, the folder must be explicitly shared with each group member. Follow the steps below:

1. Select **Permissions** next to the folder. If Permissions is not visible, select **Modify**, then **Permissions**.
2. Select **Add Users** in the Action Bar.
3. Enter the username of each group member, separated by commas, in the **Choose Users** field. Click **Browse** to locate unknown usernames.
4. Select the appropriate permission check boxes for these users. To grant all members of the group full permissions, select all of the check boxes.

LOCATE A GROUP FOLDER

Locate a group folder

After a user creates the shared folder in the desired location, other group members need a simple way to locate and access the folder. The easiest way to achieve this is for all other group members to create Bookmarks to the folder.

NOTE: The creator of the group folder should inform each group member of the folder location.

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Follow the steps below to create a Bookmark:

1. Open the Content Collection tab, and click Bookmarks in the Tools area.
2. Select **Add Bookmark** in the Action Bar.
3. Enter a Bookmark name.
4. Enter the location of the Bookmark, such as:
   /users/jsmith/Biology Group Folder (note the forward slashes: /) Bookmark locations are case-sensitive.

Once the Bookmark is created, the user selects **Bookmarks** in the Content Collection Menu, and then clicks the Bookmark name to access the shared group folder. The creator of the group folder may access the folder directly through his or her username folder. If all group members have been granted full permissions, they may add, modify, and remove any file or folder within the group folder.

NOTE: Users may also locate the group folder by selecting Search in the Tools area.

COLLABORATE ON DOCUMENTS

About group collaboration

The Content Collection includes numerous tools that allow users to collaborate on group projects.

Versioning

Versioning keeps track of every saved instance of a file to make it easy to roll back to a previous draft. The versioning feature creates a history of the changes that have been made to a document.

For example, a group collaborates on a final research paper and many modifications are made throughout the semester. One group member accidentally deletes an important graph from the document. Fortunately, the graph exists in a previous version of the document, so the group can easily retrieve the graph from the version history.

For more information on versioning, please see the Versions section.

Workflow

Group members may take advantage of Workflows in the Content Collection. Workflows allow users to assign tasks to other users and request a specific action in return.

For example, a group of Students is collaborating on a final project. After creating the outline of the project, the group seeks feedback from the Instructor to determine if the outline meets the Instructor's expectations. A group member creates a Review Workflow, indicates the priority and deadline, and sends it to the Instructor. The Instructor receives the Workflow, reviews the outline, and returns the Workflow to the group. All of this activity occurs inside the Content Collection (in the **Workflow** section of the **Tools** area), without the need for email and attachments.

For more information on versioning, please see the Manage Workflow section.

Locks

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A lock on a folder secures the folder itself (name and settings) from changes. Locking the folder and all its contents protects both the folder itself and the materials it contains. A group member can use locks to ensure that other group members do not access the folder while its files are open for modification. For example, one group member opens up the group folder to edit multiple documents throughout the day. In order to prevent other group members from making changes to documents while work is being done (thus overwriting the modifications), the user creates a lock on the folder and all the files within it.

Follow the steps below to lock a folder and all of its contents:

1. Open the Content Collection tab and locate the folder to be locked.
2. Select **Modify** next to the folder name, and then select Properties.
3. In the Lock Options section, select Lock this folder and everything it contains.

After creating the lock, any user with at least Read permission can continue to read the files in the folder. However, the lock prevents another user from making changes to the items in the folder, even if that user has Write permission on the item. After the changes are complete, the user that created the lock must remove it in order to allow other group members to resume full access. Locks may also be created on individual files, rather than on an entire folder.

Comments

Group members may use the Comments feature to share information on items. For example, one group member writes the draft of final research paper. Another member edits the draft and adds comments for other group members to review. In essence, the Manage Comments area may be used as a discussion area for files and folders.

For more information on Comments, please see the Comments.

Tracking

Group members may enable Tracking to view the history of all interactions with a file. The Tracking log indicates information such as when a group member reads or modifies a file.

For more information on Tracking, please see the Tracking section.

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